Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

Registry of Educational Personnel (REP)

Data Field Descriptions

Fall 2012 Submission

Questions?
E-mail: CEPI@michigan.gov
Phone: 517.335.0505 (option 3)

Table of Contents

Information Regarding the Fall 2012 REP Submission

Please note the following:
- Changes that have been made to the REP Data Field Descriptions since the previous submission are noted in Arial font, with a dashed underline.

Managing Your MEIS Account

E-mail address and phone number. It is important for MEIS users to keep their information current. CEPI sends e-mail messages to all application users. Therefore, MEIS users need to keep their e-mail addresses current. Because it is sometimes necessary for CEPI to contact an authorized user by telephone, users' phone numbers must be kept current as well. To update e-mail and phone information in MEIS, please do the following:

Update MEIS account at: https://cepi.state.mi.us/MEISPublic/
   a. Log in as an MEIS User.
   b. Click on "View/Update User Profile."
   c. Click "Edit," make changes, and then click on "Update."
   d. Click on "Return to MEIS Main Menu."
   e. Log out of MEIS

Title IX Coordinators (Assignment submitted in Field 10: School Assignment Data)

A Title IX coordinator must be designated by every local school district, including intermediate school districts (ISDs) and public school academies (PSAs), receiving federal education funding in the state of Michigan. This is a requirement of the federal Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex. This person will also provide leadership and direct full compliance with the Michigan Elliott-Larsen Civil Rights Act. Equal opportunity compliance is required in curricular, co-curricular and/or extra-curricular activities.

The Title IX coordinator assignment code information can be found in Field 10 under the section titled Administration Assignments. The assignment code is composed of a Title (NN), Level (N) and Function 74. For example, if an Assistant Superintendent of Budget/Accounting (71214) also functions as the Title IX coordinator, the assignment code for the Title IX coordinator portion of the assignment would be 71274. Report the appropriate full-time equivalency (FTE) for each assignment and all other fields as appropriate for the assignments submitted in Field 10.

	Assistant Superintendent of Budget/Accounting (71214)		Title IX Coordinator (71274)	
Title: NN	71	Assistant Superintendent	71	Assistant Superintendent
Level: N	2	District	2	District
Function: NN	14	Budget/Accounting	74	Title IX Coordinator

For questions concerning Title IX coordinators, please contact Norma Tims, Title IX Coordinator, Michigan Department of Education, at 517-241-2091 or e-mail TimsN@michigan.gov.

State of Michigan Office Contact

Each field listing in the REP Data Field Descriptions contains a state of Michigan office contact. This is the office to which questions pertaining to particular field should be directed. As always, for technical assistance with your data submission, please contact CEPI customer support at CEPI@michigan.gov or 517-335-0505, select option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address and your specific questions.

Reporting of Day-to-Day Substitute Teachers and Day-to-Day Substitute Paraprofessionals/Aides by the ISD

According to the Michigan Department of Education (MDE) Office of Professional Preparation Services, if the day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides are employed and paid by the ISD, then the ISD reports the day-to-day substitute teachers in the REP. If the ISD reports the day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides, the individual districts do not report them. LEAs and PSAs must ensure that their ISD has reported the day-to-day substitutes and day-to-day substitute paraprofessionals/aides who work in their respective districts if they do not intend to include them in the LEA/PSA reporting.

Index of Page Edits

Information Regarding the Fall 2012 REP Data Field Descriptions

For your convenience, the pages that contain edits, marked by ~~strikethrough~~ (no longer in effect)
or <u>underlined Arial font</u> (new requirement), are shown below.

Field Number	Page Number	Edits/Changes
1	7	Date of Count: December 3, 2012
7	15	New information about updating invalid Social Security numbers
10	19	Update to Statute: <u>Michigan Administrative Rules for Special Education 340.1797 (xviii)(d)</u>
10	21	Programming edit clarification of required fields for instructional personnel
10	25	Educational Entity Master Definition Revisions
10	25	Explanation of Shared Educational Entity (SEE) and Specialized Shared Educational Entity (S2E2)
10	27	Update to reporting requirement chart
10	28	Clarification to General Education Assignment Codes
10	40	Special Education Updates
10	41	**Assignment Code Description Update:** 00200 Teacher Consultant Autism to Teacher Consultant Autism <u>Spectrum Disorder</u> **New Assignment Codes:** <u>00261 Teacher Consultant: Physical Impairment</u> <u>00262 Teacher Consultant: Other Health Impairment</u> **Retired Assignment Code:** 00260 Teacher Consultant: Physical or Other Health Impairment
10	42	Correction to CIP Code for Assignment Code 00502 Natural Resources and Conservation 03.0000 ~~(0.30000)~~
13	61	New information about updating invalid Social Security numbers
14	62	New information about updating invalid Social Security numbers
17	68	**Updates to Certificate Description:** 70 Special Education, Approval (Issued by <u>Office of</u> Special Education ~~and Early Intervention Services~~) 72 Certificate of Clinical Competence, <u>Licensing</u> ~~Approval~~ **New certificate type:** <u>74 Certificate of Adapted Physical Education (CAPE), Special Education</u>
20	71	Programming edit updates: Field 20 may be left blank for deceased staff members and for those terminated prior to October 1, 2012.
24	76	Clarification to definition
27	82	New information about updating invalid Social Security numbers
29	86	Addition of Michigan Sponsoring Institution: <u>004673 Baker College</u> Removal of notation about Baker College

Field 1: Date of Count

Submission date:	First business day in December and June 30
Field use:	School Aid Act, Michigan Compiled Laws (MCL) 388.1613; Public Act (PA) 155, Section. 19 (5)
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	10-character, date with slashes
Record position/type:	001-010, date
Database field name:	MonthOfCount
Code/format:	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, June 30, 2012 = 06/30/2012. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields:

Programming edits: If this field is left blank or does not contain the current official submission date, a fatal error is reported.

Definition: The official REP submission dates for the 2012-2013 school year are December 3, 2012, and June 30, 2013.

On September 30, 2005, the Michigan Legislature enacted P.A. 155 of 2005, amending the State School Aid Act and setting a new deadline for reporting educational personnel data through the REP Application. The new language mandates that the collection occur "by the first business day in December and June 30 of each year."

This field applies to assignment codes "000AX" through "99900".

Field 2: Operating ISD/ESA Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code, MCL 380.1280; Section 501 of PA 115 of 2009; *No Child Left Behind Act of 2001* (NCLB), 20 USC 6319
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	Two-character, right justified, zero fill
Record position/type:	011-012, character
Database field name:	OperatingISD/ESA
Code/format:	This is a two-position field (NN).

03	Allegan ISD
04	Alpena-Montmorency-Alcona ESD
08	Barry ISD
09	Bay-Arenac ISD
11	Berrien ISD
12	Branch ISD
13	Calhoun ISD
14	Lewis Cass ISD
15	Charlevoix-Emmet ISD
16	Cheboygan-Otsego-Presque Isle ISD
17	Eastern Upper Peninsula ISD
18	Clare-Gladwin ISD
19	Clinton County RESA
21	Delta-Schoolcraft ISD
22	Dickinson-Iron ISD
23	Eaton ISD
25	Genesee ISD
27	Gogebic-Ontonagon ISD
28	Traverse Bay Area ISD
29	Gratiot-Isabella RESD
30	Hillsdale ISD
31	Copper Country ISD

32	Huron ISD
33	Ingham ISD
34	Ionia ISD
35	Iosco ISD
38	Jackson ISD
39	Kalamazoo Valley RESA
41	Kent County ISD
44	Lapeer ISD
46	Lenawee ISD
47	Livingston ESA
50	Macomb ISD
51	Manistee ISD
52	Marquette-Alger ISD
53	Mason-Lake ISD
54	Mecosta-Osceola ISD
55	Menominee ISD
56	Midland County ESA
58	Monroe ISD
59	Montcalm Area ISD
61	Muskegon Area ISD
62	Newaygo ISD
63	Oakland ISD
64	Oceana ISD
70	Ottawa ISD
72	COOR ISD
73	Saginaw ISD
74	St. Clair County RESA
75	St. Joseph ISD
76	Sanilac ISD
78	Shiawassee Regional ESD
79	Tuscola ISD
80	Van Buren ISD
81	Washtenaw ISD
82	Wayne RESA
83	Wexford-Missaukee ISD

Dependencies with other fields: Field 3: Operating District Number

Programming edits: When the intermediate school district (ISD) code is invalid or blank, a fatal error is reported. The individual who uploads a file must be the authorized user for the ISD/Educational Service Agency (ESA) number that is submitted in the uploaded file, or a fatal error is reported.

Definition: These codes are the state-assigned ISD/ESA numbers. This is the code of the ISD/ESA that has the operating district or program where the staff member is employed. *For example:* St Joseph ISD's number is "75".

This field applies to assignment codes "000AX" through "99900".

Field 3: Operating District Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	Five-character, right justified, zero fill
Record position/type:	013-017, character
Database field name:	OperatingDistrict
Code/format:	This is a five-position field (NNNNN).
Dependencies with other fields:	Field 2: Operating ISD/ESA Number

Programming edits: When the local education agency (LEA), public school academy (PSA) or ISD code is invalid or blank, a fatal error is reported. The individual who uploads a file must be the authorized user for the LEA, PSA or ISD number that is submitted in the uploaded file, or a fatal error is reported.

Definition: These codes are the state-assigned LEA, PSA or ISD numbers. Use the LEA, PSA or ISD number of the district where the staff member is employed.

EEM numbers are five digits. You must add a leading zero in front of the EEM numbers (e.g., 01234) for your district if you have been using four digits. To validate or request an EEM number, contact CEPI@michigan.gov.

This field applies to assignment codes "000AX" through "99900".

Field 4: Last Name

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	40-character, left justified
Record position/type:	018-057, alpha
Database field name:	LastName This is a 40-position field. (Jones).
Code/format:	If the last name is longer than 40 letters, place the first 40 letters of the last name in this field and truncate the remaining characters. If the last name is less than 40 letters, place the entire last name in this field padded with blanks.
Dependencies with other fields:	Field 5: First Name; Field 12: Funded Position Status Field 7: Social Security Number (when position is vacant)

Programming edits: If this field is left blank, a fatal error is reported. If Field 12: Funded Position Status has a value of "1", Field 4 must be reported as VACANT or a fatal error is reported. If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then Field 12 must be reported with a value of "1" and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported.

Definition: This is the staff member's last name. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of staff members. Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff. This field applies to assignment codes "000AX" through "99900".

Exceptions to this field are the Department of Corrections, Department of Human Services and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as vacant positions (below).

Vacant positions: In order to track funded but vacant positions or for positions created since the previous school year and not yet filled: The *last* name should say "VACANT".

Field 5: First Name

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	40-character, left justified
Record position/type:	058-097, alpha
Database field name:	FirstName
Code/format:	This is a 40-position field (Sally). If the first name is longer than 40 letters, place the first 40 letters of the first name in this field and truncate the remaining characters. If the first name is less than 40 letters, place the entire first name in this field, padded with blanks.
Dependencies with other fields:	Field 4: Last Name; Field 12: Funded Position Status Field 7: Social Security Number (when position is vacant)

Programming edits: If this field is left blank, a fatal error is reported. If Field 12: Funded Position Status has a value of "1", Field 5 must be submitted as "FUNDED" or a fatal error is reported. If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then Field 12 must be reported with a value of "1" and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported.

Definition: This is the employee's first name. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of staff members. Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.

Exceptions to this field are the Department of Corrections, Department of Human Services and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as vacant positions (below).

Vacant positions: In order to track funded but vacant positions or for positions created since the previous school year and not yet filled: The *first* name should say "FUNDED".

This field applies to assignment codes "000AX" through "99900".

Field 6: Middle Name

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	40-character, left justified, blanks accepted
Record position/type:	098-137, alpha
Database field name:	MiddleName
Code/format:	This is a 40-position field (Alice). If the middle name is longer than 40 letters, place the first 40 letters of the middle name in this field and truncate the remaining characters. If the middle name is less than 40 letters, place the entire middle name in this field padded with blanks.
Dependencies with other fields:	Field 4: Last Name Field 5: First Name Field 12: Funded Position Status

Programming edits: Blanks are accepted. If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position or, no one assigned), Field 6 must be blank.

Definition: This is the employee's middle name. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of termination of staff members. Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.

Exceptions to this field are the Department of Corrections, Department of Human Services and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as vacant positions.

This field applies to assignment codes "000AX" through "99900".

Field 7: Social Security Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code, MCL 380.1231, 380.1233; Section 501 of PA 115 of 2009; Privacy Act, PL 93-579, Section 7 2005 PA 129-131 and 139
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	Nine-character, blanks accepted
Record position/type:	138-146, integer
Database field name:	SocialSecurityNumber
Code/format:	This is a nine-position field (NNNNNNNNN).
Dependencies with other fields:	Field 8: Credential License Number Field 12: Funded Position Status Field 10: School Assignment Data

Programming edits: If this field is blank for assignment codes "00310" through "00413", "000NF", "60000" through "99900" (excluding "60300" and "60400"), and "Y*014" and "Y*016" (*bilingual paraprofessionals/aides, see pages 30-33), then a fatal error is reported. If this field and Field 8: Credential License Number are blank for assignment codes "000AX" through "00598" (General Education, Special Education, Career/Technical Education), (excluding "00310" through "00413" and "000NF", "Y*014" or "Y*016" [bilingual paraprofessionals/aides]), "60300" and "60400", a fatal error is reported.

If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then Field 12: Funded Position Status must be reported with a value of "1" and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported. (See example below.)

Definition: This field provides the official identification of each employee. For assignment codes "000AX" through "00598" (excluding "00310" through "00413" and "000NF"), "60300" and "60400", either this field or Field 8: Credential License Number must have a value; all other assignments require completion of this field. The Social Security number should be submitted without hyphens or spaces, e.g., 333-22-4444 is entered as 333224444. This field must have a value if the position is vacant.

Vacant positions: In order to track funded but vacant positions:

> The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN). For example: Detroit City School District (82010) would use a number such as 820100001 for the first vacant position, followed by 820100002 for the next vacant position.

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number*, or credential number may be made through the REP Online Single Submission Application. All corrections to birthdates must be made through the REP Online Single Submission Application.

Exception: When a Social Security number update is attempted for an employee that has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created.

Field 8: Credential License Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code MCL 380.1231, 380.1233; 388.1632d Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	Krista Ried, Office of Professional Preparation Services (OPPS), 517-373-3310, riedk@michigan.gov
Field specification:	15-character, left justified, pad with blanks
Record position/type:	147-161, alphanumeric
Database field name:	CredentialLicenseNumber
Code/format:	This is a 15-position field.
Dependencies with other fields:	Field 7: Social Security Number Field 12: Funded Position Status Field 17: Type of Credential Field 10: School Assignment Data

Programming edits: For assignment codes "000AX" through "00598" (excluding "00310" through "00413" and "000NF"), "60300" and "60400", either this field or Field 7: Social Security Number must have a value or a fatal error is reported. If the credential number is not a valid number in the Teacher Certification Database, a fatal error is reported.

Definition: This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.

The Office of Professional Preparation Services issues credential numbers with varying lengths. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number. This field is left blank when the following exist:

• For staff members with pending credentials, Field 17: Credential License Number must be coded "02".
• For staff members with an assignment code "00310" through "00413", "000NF" or "Y*014" and "Y*016" (bilingual paraprofessionals/aides) who are not required to hold credentials for their positions, Field 17 may be coded "00". For staff members with assignment codes "00310" through "00413" or "000NF" who are required to hold credentials, report the appropriate credential type in Field 17. If a staff member has a split full-time equivalency (FTE) assignment where a credential is required for one assignment but not the other, the credential should be submitted.
• For staff members with life, permanent or continuing certificates without credential numbers, Field 17 must be coded "01", "05", "08", "23", "24", 25", "26", "40", "41", "42", "43" or "55".

Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) for further information about obtaining the credential numbers, if necessary. Two methods are available for you to obtain the credential numbers.

1. Credential Data Exchange (CDX): The CDX is available through your REP account. The CDX allows you to upload a list of all of your teachers. You will then be provided with a list of all of the credentials held by an individual. Complete information about the CDX and submission requirements is available at the REP website, located at http://www.michigan.gov/cepi. Click on "CEPI Applications", and then click on "Registry of Educational Personnel."
2. The credential numbers may be obtained online through the Office of Professional Preparation Services' Michigan Teacher Certification Status website, located at https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx. You can obtain an individual's credential number by supplying the teacher's name on the website. You will then be given a list of all credentials held by the individual.

Field 9: Date of Hire

Submission date:	First business day in December and June 30
Field use:	Revised School Code, MCL 380.1231, 380.1233; School Aid Act, MCL 388.1613, 388.1619; 388.1632d Section 501 of PA 115 of 2009
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	10-character, date with slashes
Record position/type:	162-171, date
Database field name:	DateOfHire
Code/format:	This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 1: Date of Count   Field 12: Funded Position Status
Field 13: Date of Birth   Field 25: Employment Status

Programming edits: If the field is left blank or does not contain a valid date, a fatal error will be reported, unless Field 12: Funded Position Status is submitted with a code "1" (e.g., vacant). The date of hire must be prior to the submission date, or a fatal error will be reported. The date of hire cannot be equal to or within 14 years of the date of birth, or a fatal error will be reported.

Definition: This field identifies the initial date of hire (date employed) for the staff member within the district. A change in position in the district does not change the initial hire date. For example, if a staff member terminates and is re-employed at a later date, a new hire date would be established for that individual. If a substitute teacher is hired to fill a regular teaching position, use the date the substitute teacher was originally hired into the district in the substitute teaching position. For vacant, funded positions (vacancies created since the previous school year and not yet filled), leave this field blank.

This field applies to assignment codes "000AX" through "99900".

Field 10: School Assignment Data

Data elements included: School/Facility, Assignment, Grade/Educational Setting, Full-Time Equivalency (FTE), Wage, Accounting Function Code, Highly Qualified Status, Academic Major, Academic Minor, Administrator Continuing Education and Number of Core Academic Classes

Submission date: First business day in December and June 30

Field use: Revised School Code, MCL 380.1231, 380.1233, 380.1280; School Aid Act, MCL 388.1613, 388. 1619(5); 388.1632d; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 § 1418; 34 C.F.R. § 300.18; IDEA of 2004 – P.L. 108-446, Section 618 (a)(3); Michigan Administrative Rules for Special Education 340.1797 (xviii)(d)

State of Michigan office contact:

Academic Major
 Office of Professional Preparation Services, 517-373-3310
Academic Minor
 Office of Professional Preparation Services, 517-373-3310
Accounting/Function Codes
 Glenda Rader, 517-335-0524, raderg@michigan.gov
Administrator Continuing Education Requirement
 Office of Professional Preparation Services, 517-373-3310
Assignment Codes
 Office of Professional Preparation Services, 517-373-3310
Career & Technical Education
 Glenna Zollinger-Russell, 517-241-2072,
 zollinger-russellg@michigan.gov
Certification Issues
 Krista Ried, 517-373-3310, riedk@michigan.gov
Core Academic Classes
 Krista Ried, 517-373-3310, riedk@michigan.gov
Early Childhood
 Jayne Klein, 517-373-9963, kleinj@michigan.gov
Endorsement Codes
 Office of Professional Preparation Services, 517-373-3310
Gifted & Talented
Sam Sinicropi, 517-241-0439, sinicropis@michigan.gov
Linda Forward, forwardl@michigan.gov
Highly Qualified Status
 Krista Ried, 517-373-3310, riedk@michigan.gov
Migrant/Bilingual Program
 Shereen Tabrizi, 517-373-6066, tabrizis@michigan.gov
 Francisco Garcia, 517-373-6066, GarciaF1@michigan.gov
School/Facility Codes
 CEPI customer support, 517-335-0505, CEPI@michigan.gov
Special Education
 Darren Warner, 517-241-0786, warnerd@michigan.gov
 Fran Loose, 517-241-4414, loosef@michigan.gov
Teacher Placement Questions
 Office of Professional Preparation Services, 517-373-3310

Title I
 Margaret Madigan, 517-373-4588, madiganm@michigan.gov
Title IX
 Norma Tims, 517-517-241-2091, timsn@michigan.gov

Field specification: 50-character, repeated nine times

Record position/type: 172-621, character

Database field name: SchoolCode/PositionAssignment/Grade/Educational
                                       Setting/SpecialEducationAgeGroup
                                       Assignment/FTE/Wage/Accounting/FunctionCodeHighly
                                       QualifiedAcademicMajorAcademicMinorAdministratorContinuing
                                       EducationNumberofClassesTaught

Code/format: This is a 450-position field formatted with eleven codes that are
                                       repeated nine times: school (NNNNN), assignment (NNNAA,
                                       AANAA or NNNNN), Current Grade-level/Educational Setting
                                       (Integer), FTE (N.NN), Wage (NNN.NN), Accounting/Function
                                       Code (NNN), Highly Qualified Status (N), Academic Major (N),
                                       Academic Minor (N), Administrator Continuing Education
                                       Requirement (N) and Number of Core Academic Classes taught (N).

Dependencies with other fields:

Field 7: Social Security Number	Field 25: Employment Status
Field 8: Credential License Number	Field 26: Date of Termination
Field 12: Funded Position Status	Field 28: Annual Salary
Field 17: Type of Credential	Field 29: MI Sponsoring
Field 18: Date Credential Issued	Institution
Field 19: Date of Expiration	Field 30: Non-MI Sponsoring
Field 20: Educator Effectiveness	Institution
Field 24: Hours of Professional	
Development	

Programming edits: Field 10 must be submitted when reporting the termination of an employee
in Field 25: Employment Status (codes "00" through "19") and Field 26: Date of Termination.
When reporting a vacant funded position in Field 12: Funded Position Status, Field 10 must be
submitted; each section of position one must have a value.

The following programming edits are applicable when an assignment code is submitted:

Note: All programming edits that apply to assignment codes "000AX" through "00598" apply to
the bilingual program teacher assignments codes beginning with a "YA" through "YT".

School/facility Assignment: When a school/facility code is invalid, blank or not in the
Educational Entity Master (EEM), a fatal error is reported. For staff members submitted in a
closed school/facility, the close date of the school/facility in the EEM cannot be prior to July 1 of
the current submission year, or a fatal error is reported.

Assignment: When an assignment code is invalid (not included in the official list of assignment
codes in Field 10) or blank, a fatal error is reported. If a "4" or "5" is submitted in Field 12:
Funded Position Status for assignment codes "000AX" through "00598", "60300" or "60400",

then Code "11", "12", "13" or "53", or the appropriate credential type for a credentialed employee must be submitted in Field 17: Type of Credential. For administrators with assignment codes "70000" through "79999" who hold valid administrator certificates report Code "60" in Field 17.

Day-to-Day Substitute Teachers ("00SUB") and Day-to-Day Substitute Paraprofessionals/aides ("00PAR"): For day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides, submit the school/facility and the assignment code "00SUB" or "00PAR" in Field 10. Do not submit any other Field 10 data elements, or a fatal error will be reported. For bulk upload files, submit the appropriate assignment code "00SUB" or "00PAR" and the school/facility only in Field 10. The remaining data elements in this field must be left blank or a fatal error will be reported. (See Appendix A for specific reporting requirements.)

Non-instructional staff members who work less than 0.5 FTE: For non-instructional staff members (assignment codes 81500 through 99900) who work less than 0.5 FTE, submit the school/facility, the appropriate assignment code and the FTE in Field 10. Do not submit any other Field 10 data elements, or a fatal error will be reported. For bulk upload files, submit the appropriate assignment code, the school/facility and the FTE only in Field 10. The remaining data elements in this field must be left blank or a fatal error will be reported. (See Appendix A in this manual for specific reporting requirements.)

Fields 1-5, 9-10, 13, 14, 15, 16, 17, 25 and 28 must be reported for all staff members [See Appendix A for reporting requirements for assignment codes "00SUB" (day-to-day substitute teachers), "00PAR" (day-to-day substitute paraprofessionals/aides) and non-instructional staff members assignment codes "81500" through "99900" with an FTE of less than 0.5.]

Assignment codes are reported for the remaining fields as follows:
If the assignment code is between "000AX" and "00598", "60300" or "60400", then Field 7: Social Security Number or Field 8: Credential License Number, Field 12: Funded Position, Field 17: Type of Credential, Field 20: Educator Effectiveness (see Field 20 for specific assignment codes), Field 24: New Teacher Professional Development, and Field 29: Michigan Sponsoring Institution or Field 30: Non-Michigan Sponsoring Institution must be submitted (Field 24, Field 29 and Field 30 are required to be submitted for new teachers only), or a fatal error will be reported.

If the assignment code is between "70000" and "79999", then Field 12: Funded Position Status and Field 17: Type of Credential, and Field 24: Professional Development must be submitted, or a fatal error is reported.

If the assignment code is "60100", "60200", "60401" "60500", "60501", "60600", "60700" or "80001" through "99900", then Field 17: Type of Credential must be submitted with zeros, or a fatal error is reported. Field 12: Funded Position Status must be left blank, or a fatal error is reported, unless the position is submitted as a vacant position or as an on-leave position.

Grade Assignment: When the grade level and educational setting are incorrect or blank for an employee (assignment codes "000AX" through "99900"), a fatal error is reported. If both a grade level and an educational setting are submitted, a fatal error is reported.

Educational Setting/Special Education Age Group: A fatal error will be reported if the age group is not submitted under the Educational Setting for special education assignment codes "00192" through "00292" and "00403" through "00407".

Educational Setting/Bilingual Education: A fatal error will be reported if a bilingual educational setting is not submitted under the Educational Setting for assignments codes beginning with "YA" through "YT".

FTE: If the FTE is left blank or is less than 0.00, a fatal error is reported. If the FTE is greater than 2.0, a fatal error is reported.

Wage: Reporting of the hourly wage is optional. However, a value must be submitted. Since the fall 2003 submission of the REP, districts have been able to submit both hourly wage and full-time base annual salary. Each field must have a value. If the hourly wage is submitted in this field, Field 28: Full-Time Base Annual Salary must have either the annual salary or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The annual salary cannot exceed $450,000; the hourly wage cannot exceed $999.99. When Field 12: Funded Position Status uses code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Annual Salary, or a fatal error is reported.

Accounting/Function Code: When the accounting/function code is invalid (not included in the official list of accounting/function codes as listed in this manual) or left blank, a fatal error is reported. Only valid accounting/function codes listed in this manual may be reported in the REP.

In an effort to improve data quality, the data field descriptions provide a list of suggested accounting/function codes for most of the assignment codes as defined by the Michigan Department of Education. If a specific accounting/function code is not listed for an assignment code or a range of accounting/function codes such as "2xx" through "3xx" is given, choose the appropriate valid accounting/function code for the assignment code from the list of valid accounting/function codes provided in this manual.

The following are the list of programming edits for the accounting/function code and assignment code alignments.
Note: All programming edits that apply to assignment codes "000AX" through "00598" apply to the bilingual program teacher assignment codes beginning with a "YA" through "YT".

For assignment codes "000AX" through "000ZZ", "00192" through "00197", "00501" through "00598", "60200" through "60501", "92900", "94100" and "96200" (excluding "000NT", "000NY"and "000ND"), accounting/function codes "111" through "135" are recommended or a warning message will be reported. For assignment codes "60401" and "60501", accounting/function code "351" will also be accepted.

For assignment codes "00200" through "00392", "60100", "60600" and "60700", "70000" through "79999", and "81500" through "99900" (excluding "92900", "94100" and "96200" or 70000 codes ending with "30"), accounting/function codes "211" through "459" are recommended or a warning message will be reported. If the 70000 code ends with "30", then the accounting/function codes "111", "118" or "3xx" are recommended or a warning message will be reported.

For assignment codes "00403", "00405", "00406", an accounting/function code of "1xx" through "3xx" is recommended; for assignment codes "00410" and "00412" an accounting/function code of "125" or "3xx" is recommended; and for assignment codes "80002", "80005", and "80014" an accounting function code of "1xx" or "3xx" is recommended or a warning message will be reported.

For assignment codes "00404", "00407", "00411", "00413", "80001", "80004" and "80016", accounting/function codes "2xx" to "3xx" are recommended or a warning message will be reported.

For assignment codes "000NT", "000NY", "000ND", "00360" and "00370" accounting codes are recommended as follows or a warning message will be reported.

Assignment Code/Assignment Description	Accounting/Function Code
000NT – Guidance and Counseling	212
000NY – School Nurse	213
000ND – Library Media	222
00360 – Occupational Therapy	213
00370 – Physical Therapy	213

Note: For assignment codes listed without a specific accounting/function code or listed with a range such as "2xx" through "3xx", submit the most appropriate accounting/function code from the list of valid accounting/function codes in this field for the position held by the staff member.

Highly Qualified Status: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for core academic assignment codes "000AX" through "000ZZ", "00192" and "00197" (core academic instructional staff members as defined in NCLB), "80002", "80005", "00410" and "00412". For a list of the core academic subject areas, refer to the General Education assignment codes marked with a double asterisk (**) on pages 28 through 33 in this manual. For any non-core academic assignments within the range of codes "000AX" through "00598" that are not required to be submitted for Highly Qualified status, reporting of Highly Qualified status is optional and districts may report "0" (not applicable) in this position.

Note: Report Highly Qualified status for special education and alternative education teachers who provide direct instruction in the core academic subject areas. Report Highly Qualified status for staff members paid with Title I Funds in a targeted assistance program.

For assignment code "00403", report Highly Qualified Status when the staff member is assigned to a school/facility that operates a Title I Schoolwide Program.

For assignment codes "80002", "80005", "00410" and "00412", districts are to report Highly Qualified status. (See the definition for Highly Qualified Status in this field for specific information regarding Title I and Title C Instructional Paraprofessional/Aides.)

For staff members with assignment codes "00411", "00413", "Y*014" and "Y*016" (*bilingual paraprofessionals/aides, see pages 31-33), "60100" through "60700", "70000" through "79999", "80001", "80004", and "80014" through "99900", submit a "0" (not-applicable).

Academic Major: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for a core academic assignment codes "000AX" through "00598" (core academic instructional staff members as defined in NCLB; see Assignments to General Education for assignment codes marked with a double asterisk). For non-core academic assignment codes that are not required to be submitted for Highly Qualified status, report "0" (not applicable) in this position. For assignment codes "60100" through "60700", "70000" through "79999", and "80001" through "99900", submit a "0" (non applicable) in this position.

Academic Minor: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for a core academic assignment code "000AX" through "00598" (core academic instructional staff members as defined in NCLB; see Assignments to General Education for assignment codes marked with a double asterisk). For non-core academic assignment codes that are not required to be submitted for Highly Qualified status, report "0" (not applicable) in this position. For assignment codes

"60100" through "60700", "70000" through "79999", and "80001" through "99900", submit a "0" (non applicable) in this position.

Administrator Continuing Education: A fatal error is reported if a "1" (yes), "2" (no) or "0" (not applicable) is not submitted for assignment codes "70000" through "79999". (See administrative assignment codes for specific assignment codes to be submitted.) For assignment codes that are not required to be submitted for administrator continuing education, report "0" (not applicable) in this position.

Number of academic classes taught: For the core academic subject areas in assignment codes "000AX" through "000ZZ", "00192" and "00197", a fatal error is reported if this position does not contain a value from "1" to "9". For non-core academic assignment codes "000AX" through "000ZZ", "00195", "00196" and "00200" through "00413", districts must report a value from "0" to "9", or a fatal error will be reported. All other assignment codes ("00500" through "99900") must be submitted with a code of "0", or a fatal error is reported.

Trimester classes: Report the number of classes taught in the first trimester in the fall submission of the REP. Report the second and third trimester classes in the end-of-year REP submission.

Definition: This field identifies the school/facility where the staff member is employed by assignment, grade level, FTE, wage and accounting/function code, as well as the school district's determination of whether the core academic subject area teacher or Title I instructional paraprofessional/aide meets the definition of "Highly Qualified" assignment, as required by the Elementary and Secondary Education Act as reauthorized by the *No Child Left Behind Act of 2001*. This field is repeated nine times, with the employee's primary position (i.e., greatest FTE) submitted in the first position of Field 10. Districts are to report all assignments for each staff member. This field applies to assignment codes "000AX" through "99900".

School/Facility Code: Five-digit code (NNNNN)

Definition: These codes are the state-assigned numbers in the Educational Entity Master (EEM). This field also provides the relational link to all the core data sets in the warehouse.

The EEM numbers are five digits. You must add a leading zero in front of the EEM numbers for all schools/facilities that have four-digit numbers (e.g., 01234).

Any district-operated school or Unique Education Provider may receive a five-digit number. The following guidelines explain how to request an EEM number, and will help differentiate a school from other entity types. Send questions or comments regarding this field to CEPI@michigan.gov.

School: A public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily publicly funded education entity such as the Michigan Department of Education (MDE), an intermediate school district (ISD), a local education agency (LEA) or a public school academy (PSA), and has ALL of the following characteristics:

- An administrator (principal) who reports directly to the entity's chief executive officer (i.e., superintendent).
- Teachers responsible for educating a specific set of students.
- Students
- Receives a state-issued Michigan School Report Card. (The Michigan Department of Education annually makes a determination of Adequate Yearly Progress [AYP] for all

public elementary schools, middle schools and high schools in Michigan. AYP evaluates schools and school districts in the areas of academic achievement, participation in state assessment, graduation rate for high schools and student attendance for elementary and middle schools.)

School for all other entities (State Agency, Nonpublic, Higher Education, Other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics:

- Administrator
- Teachers
- Students

Shared Educational Entity (SEE) and Specialized Shared Educational Entity (S2E2): A SEE or an S2E2 is formed when two or more districts cooperate to provide educational services to a group of students and the member districts agree to participate in the "sending scores back" policy. A SEE (school) provides those educational services in a single location. An S2E2 (not a school) provides those educational services in multiple classrooms inside of existing schools. (Michigan Department of Education September, 2011)

Unique Education Provider: A unique education provider (UEP) is not a school; however, it provides instructional services to children before kindergarten, supplemental instruction, support education for grade levels pre-K through 12, or adult education services. Generally it has:

- Administrator, supervisor, coordinator or director who reports to a principal or another administrator.
- Teachers who may have special endorsements beyond those normally required for pre-K through 12.
- Students who are selected to attend or are referred by another public agency/school
- Students who are not necessarily in full-time attendance.
- The location does not administer state assessments: MEAP, MME, MI-Access and/or ELPA, but may administer other state assessments.
- The location does not offer a Michigan Merit diploma (if grades 9-12).
- A location which supplements or is a primary legal entity receiving funds through MDE (e.g., nonpublic school, other state agency, higher education institution or other recipient of funds through MDE).

Non-Instructional Ancillary Facility (NIAF): This entity does not provide instruction* but is affiliated with the LEA, ISD, PSA, State or Other and does receive an entity code for reporting purposes. Examples: entities serving as a bus garage, transportation center, plant/maintenance facility, administrative support, food service, communications/media, sports/recreation, health services, family/community center, professional training center, agriscience/natural resources center or treatment center. *Exception: Specialized Shared Educational Entities (S2E2s) may be labeled as Non-Instructional Ancillary Facilities. An S2E2 provides educational services in multiple classrooms inside of existing schools as opposed to a single location. Two or more districts enter into a cooperative agreement to provide such services. For more information about S2E2s, go to http://www.michigan.gov/mde/0,4615,7-140-22709_56877---,00.html .

(Definitions: Michigan Department of Education May, 2008; CEPI Revision November 2011) http://www.michigan.gov/documents/cepi/EEM_Defs_238605_7.pdf

For bus drivers, use the administrative school/facility code ("00000") unless the bus garage has a separate school/facility code. Bus garages may have separate school/facility codes.

Assignment: Five-digit code (NNNAA, AANAA or NNNNN)

All school personnel must be reported in the REP regardless of the FTE count.

Definition: The following pages include the instructional and non-instructional assignment codes. In general education, it is important to select the subject area assignment code that most accurately identifies the subject area being taught by the individual teacher. **Districts are to report all assignment codes for staff members with multiple assignments.** The primary assignment should be listed first if multiple assignments are being reported for one individual. For example, if a teacher's assignment is teaching English 0.6 FTE and History 0.4 FTE, report "000BA" (English) in the first position of Field 10 and "000CC" (History) in the second position of Field 10. *Place the numerals "000" (zero) before each two-letter subject code. Do not use the letter "o" for this purpose.*

In *special education assignments,* report the subject area assignment code for instructional staff members. For teacher consultant personnel, special education support personnel or additional special education personnel, use the numeric codes found under the Special Education Assignments heading. For example, if someone is a Teacher Consultant for students with learning disabilities, report assignment code "00230". If a special education teacher is providing direct instruction in a core academic subject area(s), report the appropriate core academic assignment code(s) for the position. Report highly qualified status for special education teachers who provide direct instruction in the core academic subjects.

In *administrator assignments,* the primary position held by the individual administrator is listed first if more than one assignment exists for the employee. For example, if an employee serves as assistant principal for the majority of the class day and teaches for a third of the day, list the assistant principal position as the primary position and the teaching assignment in the next position.

In *noncertified/nonlicensed assignments for codes "81500" and "99900",* select the assignment(s) that identifies the position held by the employee as accurately as possible. The 2002-2003 school year was the first year of collection for these assigned positions. Careful consideration is recommended for selections made for each employee in the district.

For substitute teachers, day-to-day substitute teachers and contractors, report all full-time and part-time substitute teachers and contractors who are filling regular positions. For example, if the district has employed an individual under a full-year permit to fill a math position, report the individual as a regularly employed math teacher. In Field 17: Type of Credential, report code "11", Permit, full-year. This same procedure is followed for individuals employed under emergency (Field 17, code "12") and 1233B (Field 17, code "13") permits who have been employed to fill regular teaching positions. Use the correct code in Field 17 for each type of permit used. For contracted employees, report the appropriate assignment code for the position. Report all remaining fields as appropriate for the assignment code reported in Field 10.

For day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides and assignments codes "81500" through "99900" with an FTE of less than 0.5, refer to Appendix A in this manual for instructions regarding an alternate reporting option.

For certified/noncertified positions, if the district employs an individual in a split position as a teacher for 0.8 FTE and a paraprofessional/aide for 0.2 FTE, report the certified position as the primary assignment and the paraprofessional/aide as the secondary.

Fields 1-5, 7, 9-10[1](or 28), 11[2], 13-17, and 25-27 must be reported for all staff members. Assignment codes are reported for remaining fields as follows:

Numeric Range of Assignment Codes	Social Security or Credential Number Field 7 or 8	Funded Position Field 12	Credential Type Field 17	Educator Effective-ness Field 20	New Teacher Prof. Dev. Field 24	Sponsoring Institutions Report Either Field 29 or 30
000AX-00598 60300 & 60400	Yes	Yes	Yes	Yes[4]	Yes[3]	Yes[3]
Y*014, Y*016	Yes	Yes	Yes	No	No	No
60000-60700 excluding 60300 & 60400	Yes	Yes	Yes	No	No	No
70000-79999	Yes	Yes	Yes	Yes[4]	Yes	No
80001-80016	Yes	No	Yes	No	No	No
81500-99900	Yes	No	Yes	No	No	No

[1]Reporting of the hourly wage in Field 10 is optional; however, a value must be submitted. The value may be "0". See Field 28 for specific reporting requirements for annual salary.

[2]Field 11: Title I and Title II, Part A, must be submitted for assignment codes "000AX" through "00598". See Field 11 for specific instructions.

[3]Field 24 and 29 or 30 must be submitted for teachers in their first three years of employment in the profession of teaching.

[4]See Field 20 for the specific reporting requirements.

*Identifies program description for bilingual paraprofessionals/aides (see page 33 for further information)
Note: Reporting of Field 18: Credential Issue Date and Field 19: Date of Credential Expiration is optional. See Field 18 and Field 19 for specific reporting requirements.

General Education Assignments (NNNAA and AANAA)
*Report Highly Qualified Status, Academic Major Status, Academic Minor Status and Number of Classes Taught for core academic general education assignments as indicated. All core academic assignment codes are indicated with the ** for specifically identified assignment codes between "000AX" and "000ZZ", "00192" and "00197" and bilingual teacher assignment codes beginning with "YA" through "YT". Reporting of "Highly Qualified Status" for assignment code "00403" is required when the staff member is assigned to a school/facility that operates a Title I schoolwide program as well as for Migrant Instructional Paraprofessionals/Aides assignment codes "00410" and "00412."

Note: Report Highly Qualified Status, Academic Major Status, Academic Minor Status and Number of Classes Taught for special education and alternative education teachers who provide direct instruction in the core academic subjects. Report Highly Qualified status as it relates to *No Child Left Behind*.

Assignment Code	Accounting/Function Code
English Language Arts	
000AX – Communication Arts	111-135
000BX – Language Arts**	111-135
000BA – English**	111-135
000BC – Journalism	111-135
000BD – Speech	111-135
000BT – Reading**	111-135
Social Sciences	111-135
000RX – Social Studies**	111-135
000CA – Economics**	111-135
000CB – Geography**	111-135
000CC – History**	111-135
000CD – Political Science**	111-135
000CE – Psychology	111-135
000CF – Sociology	111-135
000CH – Anthropology	111-135
000CL – Cultural Studies	111-135
000CM – Behavioral Studies	111-135
000NJ – Environmental Studies	111-135
000PR – Religion	111-135
000PS – Philosophy	111-135
000PX – Humanities	111-135
Science	
000DX – Science**	111-135
000DA – Biology**	111-135
000DC – Chemistry**	111-135
000DE – Physics**	111-135
000DH – Geology-Earth Science**	111-135
000DO – Astronomy**	111-135
000DI – Integrated Science**	111-135
000DP – Physical Science**	111-135
Mathematics	
000EX – Mathematics**	111-135
World Language (All World Language assignments now require reporting of Highly Qualified status.)	
000FA – French**	111-135
000FB – German**	111-135

000FC – Greek**	111-135
000FD – Latin**	111-135
000FE – Russian**	111-135
000FF – Spanish**	111-135
000FG – Other World Languages**	111-135
000FH – Italian**	111-135
000FI – Polish**	111-135
000FJ – Hebrew**	111-135
000FL – Japanese**	111-135
000FR – Chinese**	111-135
000FY – Arabic**	111-135
000NS – English As a Second Language	111-135
(Bilingual Education Programs) See the reporting instructions that follow the listing of General Education Assignments.	
Business	
000GX – Business Education	111-135
000GA – Accounting	111-135
000GH – Business Administration	111-135
000GI – Secretarial Science	111-135
000GM – Distributive Education	111-135
Technology	
000IX – Industrial Technology	111-135
000ND – Library Media	222
000NR – Computer Science	111-135
000NH – Basic Computer Applications	111-135
000TX – Technology Education	111-135
The Arts	
000JX – Music Education**	111-135
000LX – Visual Art**	111-135
000LT –Theatre/Performance**	111-135
000MH – Dance**	111-135
Wellness	
000MA – Health	111-135
000MB – Physical Education	111-135
000MD – Recreation	111-135
000MX – Health, Physical Education, Recreation and Dance	111-135
000NZ – Sex Education	111-135
Miscellaneous	
000HX – Agriscience and Natural Resources	111-135
000KH – Family and Consumer Education	111-135
000NC – Driver and Safety Education	111-135
000NF – Jr. ROTC	111-135
Level-Related Assignments	
000ZG – General Elem. K-5 all subjects, K-8 Self-Contained**	111-135
000NX – Other	111-135
000NN – Non-Academic/Non-Core Instruction (e.g., Primetime, Student	111-135

Success Program, Study Skills, Test Preparation)	
000ZW – Facilitator of Instruction (e.g., computer-based learning program, online instruction, virtual education) (See note below)	111-135
000ZY – Alternative Education (self-contained, Facilitator of Instruction)	111-135
000ZZ – Alternative Education (self-contained classroom)**	111-135
Special Education	
00192 – Speech/Language Impaired Classroom – All Subjects**	122
00195 – Co-teaching with a Highly Qualified general education teacher	122
00196 – Special Education Class, Non-Core Academic Subjects (e.g., study skills, transition skills, etc.)	122
00197 – Special Education Class at the Secondary Level Where all Students are Assessed by Alternate Achievement Standards (MI-Access)** (**Must report Highly Qualified status.)	122
Day-to-Day Substitute	
00SUB – Day-to-Day Substitute Teacher	Not required
00PAR – Day-to-Day Substitute Paraprofessional/Aide (See Appendix A for information assignment codes 00SUB and 00PAR)	Not required
Early Childhood	
60300 – Elementary Certified Teacher with Early Childhood Endorsement (ZA or ZS)	111 or 118
60400 – Elementary Certified Teacher with Child Development Associate Credential (CDA)	111 or 118
Support Services	
000NT – Guidance and Counseling	212
000NY – School Nurse	213
00360 – Occupational Therapy	213
00370 – Physical Therapy	213
000ND – Library Media	222

Note: For reporting kindergarten and pre-kindergarten personnel, follow these guidelines from the Michigan Department of Education, Office of Professional Preparation Services: Kindergarten teachers should be submitted with the assignment code "000ZG" (General Elementary) and as Highly Qualified or not Highly Qualified as appropriate for the staff member. Pre-kindergarten teachers should be submitted with the assignment codes "60300" or "60400" (Early Childhood Education). Reporting Highly Qualified status is not required for these teachers.

Assignment Code "000ZW" – Facilitator of Instruction (e.g., computer-based learning program, online instruction, virtual education)

Note: Use this code when the individual is not providing the direct instruction, but is facilitating the instruction of an online class, computer-based learning program or other virtual education assignment. Facilitating the instruction would include such job duties as taking attendance, keeping students on task and monitoring classroom behavior. This individual *must* be a certified teacher at the grade level the instruction is occurring, but may not necessarily hold the appropriate subject area endorsement.

Bilingual Education

In order to comply with the federal reporting requirements of the *No Child Left Behind Act of 2001*, the state must collect the bilingual program assignments based upon the subject area of instruction.

Bilingual Program Teacher Assignments (AANAA)

For each teacher assigned to a bilingual program, the assignment code must include the bilingual program in which the instruction is being provided and the subject area of instruction. The following steps outline the process for creating and reporting bilingual assignments:

1. **Select the bilingual program area from Table 1**. (Page 32)
    From the table of bilingual program areas "YA" through "YT" select the two-letter code for the bilingual program such as "YA" (Bilingual French). This will serve as the first two digits of the five-digit assignment code.
2. **Select the subject area being taught from Table 2.** (Page 32-33)
    From the table of general education assignment codes "0AX" through "0ZZ", select the three-digit subject area assignment code such as "0EX" (Mathematics) which will follow the two-letter bilingual program area code from step 1. The examples below illustrate sample assignment codes for teachers assigned to bilingual programs.
    Examples:
    "YA0EX"   Math instruction in a Bilingual French Program
    "YB0BA"   English instruction in a Bilingual German Program
    "YH0DC"   Chemistry instruction in a Bilingual Italian Program
3. Select the appropriate Bilingual Educational Setting for the position from the "Current Grade Assignment and Educational Setting" list. (Pages 50-51)
4. The accounting/function code range recommendation is 111 through 135.

Note: All programming edits that apply to assignment codes "000AX" through "00598" apply to the bilingual program teacher assignment codes beginning with "YA" through "YT".

Bilingual Program Paraprofessional/Aide Assignments ("Y*014" or "Y*016") (AANNN)

For each bilingual paraprofessional/aide assigned to a bilingual program, the assignment code must include the bilingual program and the instructional or non-instructional status of the bilingual paraprofessional/aide. The following steps outline the process for creating and reporting bilingual paraprofessional/aide assignments:

1. **Select the bilingual program area from Table 1**. **(Page 32)**
    From the table of bilingual program areas "YA" through "YT", select the two-letter code for the bilingual program, such as "YA" (Bilingual French). This will serve as the first two digits of the five-digit assignment code.
2. **Select the type of bilingual paraprofessional/aide from Table 3. (Page 33)**
    From the table of bilingual paraprofessional/aide assignment codes "014" and "016", select the three-digit assignment code such as "014" (instructional paraprofessional/aide) that will follow the two-letter bilingual program area code from step 1. The examples below illustrate sample assignment codes for paraprofessional/aides assigned to bilingual programs.

    Examples:
    "YA014"   Instructional Paraprofessional/Aide in a Bilingual French Program
    "YB016"   Non-Instructional Paraprofessional/Aide in a Bilingual German Program

3.   Select the appropriate Bilingual Educational Setting for the position from the "Current Grade Assignment and Educational Setting" list. (Pages 50-51)
4.   The accounting/function code range recommendation is 111 through 135.

Note: Programming edits for the bilingual paraprofessional/aides will align with those of the other paraprofessional/aide assignments.

Table 1: Bilingual Program Areas Codes

YA	Bilingual French	YL	Bilingual Other
YB	Bilingual German	YM	Bilingual Vietnamese
YC	Bilingual Greek	YN	Bilingual Korean
YE	Bilingual Russian	YO	Bilingual Yugoslavian
YF	Bilingual Spanish	YP	Bilingual Chaldean
YH	Bilingual Italian	YR	Bilingual Chinese
YI	Bilingual Polish	YS	Bilingual Filipino
YJ	Bilingual Hebrew	YT	Bilingual Japanese
YK	Bilingual Arabic		

Table 2: General Education Codes
**Denotes core academic subject areas. Highly Qualified status must be reported for each subject area marked with **.

English Language Arts	0DI – Integrated Science**
0AX – Communication Arts	0DP – Physical Science**
0BX – Language Arts**	**Mathematics**
0BA – English**	0EX – Mathematics**
0BC – Journalism	**World Language**
0BD – Speech	0FA – French**
0BT – Reading**	0FB – German**
Social Sciences	0FC – Greek***
0RX – Social Studies**	0FD – Latin**
0CA – Economics**	0FE – Russian**
0CB – Geography**	0FF – Spanish**
0CC – History**	0FG – Other World Languages**
0CD – Political Science**	0FH – Italian**
0CE – Psychology	0FI – Polish**
0CF – Sociology	0FJ – Hebrew**
0CH – Anthropology	0FL – Japanese**
0CL – Cultural Studies	0FR – Chinese**
0CM – Behavioral Studies	0FY – Arabic**
0NJ – Environmental Studies	0NS – English As a Second Language
0PR – Religion	**Business**
0PS – Philosophy	0GX – Business Education
0PX – Humanities	0GA – Accounting
Science	0GH – Business Administration
0DX – Science**	0GI – Secretarial Science
0DA – Biology**	0GM – Distributive Education
0DC – Chemistry**	**Technology**
0DE – Physics**	0IX – Industrial Technology
0DH – Geology-Earth Science**	0ND – Library Media
0DO – Astronomy**	0NR – Computer Science

0NH – Basic Computer Applications	0NC – Driver and Safety Education
0TX – Technology Education	0NF – Jr. ROTC
The Arts	**Level-Related Assignments**
0JX – Music Education**	0ZG – General Elem. K-5 all subjects, K-8 Self-Contained**
0LX – Visual Art**	0NN – Non-Academic/Non-Core Instruction
0LT – Theatre/Performance**	0NX – Other
0MH – Dance**	0ZW – Facilitator of Instruction
Wellness	0ZZ – Alternative Education (self-contained classroom)**
0MA – Health	0ZY – Alternative Education (self-contained, Facilitator of Instruction)
0MB – Physical Education	
0MD – Recreation	**Support Services**
0MX – Health, Physical Education, Recreation and Dance	0NT – Guidance and Counseling
0NZ – Sex Education	0NY – School Nurse
Miscellaneous	0ND – Library Media
0HX – Agriscience and Natural Resources	
0KH – Family and Consumer Education	

Table 3:
Bilingual Paraprofessionals/Aides
("Y*014" and "Y*016")

014 Instructional Bilingual Paraprofessional/Aide	016 Non-Instructional Bilingual Paraprofessional/Aide

Examples of Bilingual Paraprofessional/Aide Assignment Codes

Select the correct bilingual program from Table 1 and then select the appropriate paraprofessional/aide code "014" or "016" from Table 3.

"YA014" Instructional Bilingual Paraprofessional/Aide in a Bilingual French Program	"YA016" Non- Instructional Bilingual Paraprofessional/Aide in a Bilingual French Program
"YB014" Instructional Bilingual Paraprofessional/Aide in a Bilingual German Program	"YB016" Non- Instructional Bilingual Paraprofessional/Aide in a Bilingual German Program
"YC014" Instructional Bilingual Paraprofessional/Aide in a Bilingual Greek Program	"YC016" Non- Instructional Bilingual Paraprofessional/Aide in a Bilingual Greek Program

The Michigan Department of Education, Office of Professional Preparation Services prepared the following chart to assist districts in selecting assignment codes for the various subject areas taught by the instructional staff in a district. A more comprehensive list of "Classes that can be Taught" that utilizes the endorsement codes is available at: http://www.michigan.gov/mde/0,1607,7-140-6530_5683---,00.html. Column one below, "REP Assignment Code," lists the actual assignment codes as they appear in Field 10. Column two, "REP Class Assignment Title," lists the assignment code title for each specific REP assignment code. Column three, "Examples of Types of Subject Area Classes," lists examples of the types of subjects that would be included for each assignment code in the REP. This list does not include all subjects that may be taught by all districts, but is meant to aid the district in determining which assignment code to use for the instructional staff for these or similar types of subject areas.

**Denotes that Highly Qualified status must be reported for the assignment code.

REP Assignment Code	REP Class Assignment Title	Examples of Types of Subject Area Classes Use REP Assignment Code listed in the first column for classes with these or similar titles
English Language Arts		
000AX	Communication Arts	Communication Arts
000BX**	Language Arts	Language Arts Writing Literature
000BA**	English	English Grammar Writing Literature Great Books Shakespeare Poetry Drama (Study of literature)
000BC	Journalism	Journalism Yearbook Media School Newspaper Broadcast/Video Production
000BD	Speech	Speech Communications Debate Forensics News/Broadcasting Public Speaking Oral Interpretation
000BT**	Reading	Reading Developmental Reading Linguistics
Social Sciences		
000RX**	Social Studies	Social Studies
000CA**	Economics	Economics Current Events
000CB**	Geography	Geography Global Geography Michigan Geography U.S. Geography

		Global Issues The Global Village Western Hemisphere Eastern Hemisphere World Regions Current Events
000CC**	History	History Michigan History U.S. History World History European History
000CD**	Political Science	Political Science American Government Government Civics Contemporary World Issues American Problems Current Events
000CE	Psychology	Psychology
000CF	Sociology	Sociology
000CH	Anthropology	Anthropology
000CL	Cultural Studies	Cultural Studies Cultural Anthropology Modern Popular Culture
000CM	Behavioral Studies	Behavioral Studies
	Social Science	Districts are requested to report 000RX for general social studies/social science assignments. The assignment code 000CX has been phased out.
000NJ	Environmental Studies	Environmental Studies (based on a social science perspective)
000PR	Religion	Academic Study of Religion World Religions
000PS	Philosophy	Philosophy
000PX	Humanities	Humanities

Science

000DX**	Science	Science Integrated Science General Science Applied Science Integrated Physical and Earth Science
000DI**	Integrated Science	Integrated Science
000DA**	Biology	Biology Ecology Botany Zoology Human Anatomy and Physiology Life Science Biochemistry Genetics Microbiology

		Environmental Science Forensic Science
000DC**	Chemistry	Chemistry Organic Chemistry Biochemistry Forensic Science
000DE**	Physics	Physics
000DH**	Geology/Earth Science	Geology Earth Science Limnology Meteorology Mineralogy Oceanography Weather
000DO**	Astronomy	Astronomy
000DP**	Physical Science	Physical Science

Mathematics

000EX**	Mathematics	Mathematics Arithmetic Number Theory Pre-Algebra Geometry Calculus Statistics College Algebra Trigonometry Solid Geometry Title I Mathematics

World Language (All languages must report Highly Qualified Status)

000FA**	French	French Language, Grammar and Culture
000FB**	German	German Language, Grammar and Culture
000FC**	Greek	Greek Language, Grammar and Culture
000FD**	Latin	Latin Language, Grammar and Culture
000FE**	Russian	Russian Language, Grammar and Culture
000FF**	Spanish	Spanish Language, Grammar and Culture
000FH**	Italian	Italian Language, Grammar and Culture
000FI**	Polish	Polish Language, Grammar and Culture
000FJ**	Hebrew	Hebrew Language, Grammar and Culture
000FL**	Japanese	Japanese Language, Grammar and Culture
000FR**	Chinese	Chinese Language, Grammar and Culture
000FY**	Arabic	Arabic Language, Grammar and Culture
000FG**	Other World Language	Specific Language, Grammar and Culture
000NS	English as a Second Language	ESL Classes - Classes taught in English, which is the second language for students in the class
Assignment code	Bilingual Education	See General Education Assignment List for specific language used. Assignment code dependent upon subject taught

Business

000GX	Business Education	All listed subject areas may be submitted as Business Education

000GA	Accounting	Accounting
000GH	Business Administration	Business Administration Business Education Business Communications Business Law Business Management
000GI	Secretarial Science	Secretarial Science Business Technology
000GM	Distributive Education	Marketing Education Distributive Education
Technology		
000IX	Industrial Technology	Industrial Technology Industrial Arts Drafting/Computer Assisted Design Woods, Metal and Plastics Technologies Electricity/Electronics Graphic Arts Automotive and Small Engine Technology Manufacturing Construction Transportation Communication Technologies Power and Energy
000ND	Library Media	Library Media Library Media Specialist School Library Librarian
000NH	Basic Computer Applications	
000NN	Non-Academic/ Non-Core Instruction	Primetime, Student Success Program, Study Skills, Test Preparation
000NR	Computer Science	Computer Science Programming Computer Networking Advanced Web Design
000TX	Technology Education	Technology Education Technology and Design Concepts of Technology Bio-related Technologies Information Technology
	Educational Technology	Districts are requested to report Educational Technology assignments as 000TX. The assignment code 000NP has been phased out.
The Arts		
000JX**	Music Education	Music Education General Music Marching Band Concert Band Orchestra Choral Music Strings

		Music Theory Keyboards Jazz Ensemble Wind Ensemble Choir	
000LX**	Visual Arts	Visual Arts Visual Studies Art Drawing Painting Illustration Sculpture Ceramics/Pottery Design Art Appreciation Computer Graphics and Design Video Photography Film Art History Art Criticism Aesthetics Fiber Arts Jewelry Digital/New Media Design	
000LT**	Theatre/Performance	Theatre, Performance	
	Visual Arts Education	Districts are requested to report "000LX" for Art Education assignments.	
	Visual Arts Education Specialist	Districts are requested to report "000LX" for Art Education assignments.	
000MH**	Dance	Dance Folk Dance Jazz Ballet	Modern Dance Square Dance Tap Ballroom Dancing

Support Services

000NT	Guidance and Counseling	School Guidance Counselor
	Occupational/Physical Therapy	Districts are requested to report "00360" for Occupational Therapy assignments and "00370" for Physical Therapy assignments.
00360	Occupational Therapy	Occupational Therapy
00370	Physical Therapy	Physical Therapy
000NY	School Nurse	School Nurse

Wellness

000MA	Health	Health Personal Hygiene
000MB	Physical Education	Physical Education Physical Fitness Specific team sports (football, volleyball, etc.)
000MD	Recreation	Outdoor Recreation

		Specific personal sports (badminton, golf, tennis, bowling, etc.)
000MX	Health, Physical Education, Recreation and Dance	Use only for classes that combine health, physical education, recreation and dance (or at minimum combine health and physical education)
000NZ	Sex Education	Sex Education

Miscellaneous

000HX	Agriscience and Natural Resources	Classes related to plant science, animal science, natural resources, farm business management and small engine repair.
000KH	Family & Consumer Sciences	Family & Consumer Sciences Parenthood Education Nutrition Science Pre-employment skills Family Relationships Essential Health & Living Skills Balancing Work & Family Pre-parenthood Life Management Nutrition & Foods Consumer Education Family Living Life Survival Skills Personal Living
000NC	Driver and Safety Education	Driver and Safety Education
000NF	Jr. ROTC	Junior ROTC
000NX	Other	Assignment not listed
00SUB	Day-to-Day Substitute Teacher	Use this code for day-to-day substitute teachers only.
00PAR	Day-to-Day Substitute Paraprofessional/Aide	Use this code for day-to-day substitute paraprofessional/aides only.

Level-Related Assignments

60300 or 60400	Early Childhood Education	Pre-Kindergarten: Great Start Readiness Program Pre-School: Tuition-Based; Birth to age 4; Head Start
000ZY 000ZZ**	Alternative Education	Alternative Education
000ZW	Facilitator of Instruction	Facilitator of Instruction (e.g., computer-based learning program, online instruction, virtual education)
000ZG**	General Elem. K-5 all subjects, K-8 Self-Contained	Teaching all core subjects in self-contained classrooms in any grade between kindergarten and grade 8.

Accounting/Function Codes/Assignment Codes:

In an effort to improve data quality, the REP Data Field Descriptions provide a list of suggested accounting/function codes for most of the assignment codes as defined by the Michigan Department of Education. If an accounting/function code is not listed for an assignment code or a range of accounting/function codes is given, choose the appropriate code. (See the programming edit section for more details about reporting of the accounting/function codes.)

Special Education Assignments (NNNNN)

Reporting of Special Education Personnel

In order to meet the federal reporting requirements of the *No Child Left Behind Act of 2001 (NCLB)* and the *Individuals with Disabilities Education Act (IDEA)*, districts are to report the specific subject area assignments for all special education teachers. Districts are required to select the appropriate assignment code(s) from general education assignment codes "000AX" through "00598" for the position held by the staff member and the appropriate special education age group from the "Current Grade Assignment and Educational Setting" list.

Assignment code "00192" is reported for special education teachers of speech/language assigned to a Speech/Language Impaired classroom (all subjects). Highly Qualified status must be reported for staff members reported with this assignment code.

Assignment codes "00195" and "00196" are reported for special education teachers who are assigned to co-teaching or to classes that do not teach core academic subjects (study skills and transitions skills types of assignments).

Assignment code "00197" is reported for special education teachers who are assigned to secondary level classrooms where ALL students are assessed by alternate achievement standards (MI-Access). This assignment code requires the teacher to be Highly Qualified at the elementary level.

Assignment codes "00200" through "00262" are reported for special education teacher consultants. For non-instructional teacher consultants with no caseload, use one of the teacher consultant codes reflecting the current endorsement area [Michigan Administrative Rules for Special Education (MARSE) R 340.1748a].

For adapted physical education teachers who hold the Certificate for Adapted Physical Education (CAPE), report the certificate type (Code 74) in Field 17: Type of Credential [MARSE] R340.1797 (xviii)(d)].

Assignment code "00292" is reported for a Speech Pathologist with a Certificate of Clinical Competence who is assigned in a non-teaching capacity.

~~Special education personnel who were previously submitted with assignment code "00350" (Curriculum Resource Consultant) should be reported with one of the following assignment codes:~~
- ~~"00200" though "00292" (Teacher consultants and other special education personnel)~~
- ~~"00380" (Miscellaneous other Professional Personnel)~~
- ~~Use a five-digit administrative assignment code, such as "78261" (Consultant, District, Special Education)~~

~~Special education personnel who were previously submitted with assignment code "00387" (Work Study Coordinator) should be reported with one of the following assignment codes:~~
- ~~"00375" (Transition Coordinator)~~
- ~~"00200" though "00292" (Teacher consultants and other special education personnel)~~
- ~~Use a five-digit administrative assignment code, such as "78261" (Consultant, District, Special Education)~~

Assignment Code	Assignment Description	Accounting/ Function Code
Instructional Personnel Codes:		
00192	Speech/Language Impaired (SB) Classroom – All subjects** (**Must report Highly Qualified Status)	122
00195	Co-teaching with a Highly Qualified General Education Teacher	122
00196	Special Education Class, Non-Core Academic Subjects (e.g., study skills, transition skills, etc.)	122
00197	Special Education Class at the Secondary Level Where all Students are Assessed by Alternate Achievement Standards (MI-Access)** (**Must report Highly Qualified status.)	122
Teacher Consultant and other Special Education Personnel Codes:		
00200	Teacher Consultant: Autism Spectrum Disorder	218
00210	Teacher Consultant: Cognitive Impairment	218
00220	Teacher Consultant: Emotional Impairment	218
00230	Teacher Consultant: Specific Learning Disabilities	218
00240	Teacher Consultant: Hearing Impairment	218
00250	Teacher Consultant: Visual Impairment	218
~~00260~~	~~Teacher Consultant: Physical or Other Health Impairment~~	218
00261	Teacher Consultant: Physical Impairment	218
00262	Teacher Consultant: Other Health Impairment	218
00270	Early Childhood Home Program	218
00280	Homebound/Hospitalized	219
00290	Teacher of Speech/Language-Impaired Non-Classroom Program	215
00292	Speech Pathologist with a Certificate of Clinical Competence in a Non-teaching Role.	215
Special Education Support Personnel Codes:		
00310	School Social Work (including non-special education)	216
00320	School Psychologist (SG)	214
	Director of Special Education (see administration assignment section)	226
	Supervisor of Special Education (see administration assignment section)	226
00360	Occupational Therapist	213
00370	Physical Therapist	213
00375	Transition Coordinator	
Additional Special Education Personnel Codes:		
00380	Miscellaneous other Professional Personnel	2xx
00381	Audiologist	215
00383	Registered Music Therapist	219
00384	Registered Nurse	213
00385	Orientation and Mobility Specialist	217
00386	Registered Recreational Therapist	219
00388	Physician	213
00389	Registered Art Therapist	219
00390	Occupational Therapist Assistant	213
00391	Physical Therapist Assistant	213
00392	Orientation and Mobility Assistant	219
00403	Special Education Instructional Paraprofessional/Aide** Report Highly Qualified status when assigned to a school/facility that operates a Title I Schoolwide Program	1xx–3xx
00404	Special Education Non-Instructional Paraprofessional/Aide	2xx–3xx

00405	Special Education Early Childhood Instructional Paraprofessional/Aide	1xx–3xx
00406	Interpreter for the Deaf	122, 2xx–3xx
00407	Special Education Early Childhood Non-Instructional Paraprofessional/Aide	2xx–3xx

Migrant Education Program (MEP) Paraprofessionals/Aides		
00410	MEP Instructional Paraprofessional/Aide**(Title IC)	125, 3xx
00411	MEP Non-Instructional Paraprofessional/Aide (Title IC)	2xx–3xx
00412	MEP Instructional Paraprofessional/Aide** (Summer only)	125, 3xx
00413	MEP Non-Instructional Paraprofessional/Aide (Summer only)	2xx–3xx

Career/Tech Education Assignments (NNNNN) 00500-"00598"

Assignment Code	Assignment Description	CIP Code	Accounting/ Function Code
Agriculture, Food & Natural Resources			
00501	Agriculture, Agricultural Operations and Related Science	(01.0000)	127
00502	Natural Resources and Conservation	(03.0000) (0.30000)	127
00504	Agricultural Business and Management	(01.0101)	127
00505	Applied Horticulture and Horticultural Operations	(01.0601)	127
00506	Biotechnology	(26.1201)	127
00507	Animal Health & Veterinary Science	(01.0903)	127
Architecture and Construction			
00534	Home Furnishings Equipment Installers and Consultants	(19.0605)	127
00539	Electrical & Power Transmission Installation	(46.0301)	127
00540	Construction Trades	(46.0000)	127
00541	Building Maintenance	(46.0401)	127
00547	Plumbing Technology	(46.0503)	127
00545	Heating, Air Conditioning, Ventilation, and Refrigeration	(47.0201)	127
00560	Drafting and Design Technology	(15.1301)	127
Arts, Audio/Visual Technology and Communications			
00530	Radio & Television Broadcasting Technology	(10.0202)	127
00562	Graphic and Printing Technology and Communications	(10.0301)	127
00571	Visual and Performing Arts	(50.0101)	127
00574	Fashion Design	(19.0906)	127
Business, Management and Administration			
00594	Business Administration Management and Operations	(52.0299)	127
Education and Training			
00524	Educational General	(13.0000)	127
Family and Consumer Sciences			
00520	Family and Consumer Science	(19.0000)	127
Finance			
00593	Finance and Financial Management Services	(52.0800)	127
Government and Public Administration			
00519	Army (JROTC)	(28.0301)	127
Health Science			

00580	Therapeutic Services	(51.0000)	127
00581	Diagnostic Services	(51.1000)	127
00582	Health Informatics	(51.0707)	127
00583	Biotechnology Medical Sciences	(26.0102)	127
Hospitality & Tourism			
00523	Personal and Culinary Services	(12.9999)	127
Human Services			
00521	Child & Custodial Care Services (with Occupational Endorsement)	(19.0700)	127
00531	Cosmetology	(12.0400)	127
Information Technology			
00595	Computer Programming/Programmer	(11.0201)	127
00596	Digital/Multimedia and Information Resources Design	(11.0801)	127
00597	Computer Systems Networking and Telecommunications	(11.0901)	127
00598	System Administration/Administrator	(11.1001)	127
Law, Public Safety, Corrections and Security			
00538	Public Safety/Protective Services	(43.0100)	127
Manufacturing			
00533	Industrial Production Technology/Technicians	(15.0612)	127
00544	Electro-Mechanical Technology	(15.0403)	127
00542	Electrical/Electronic Equipment Installation and Repair	(47.0101)	127
00570	Marine Maintenance	(47.0616)	127
00564	Machine Tool Operation/Machine Shop	(48.0501)	127
00566	Welding, Brazing, and Soldering	(48.0508)	127
00567	Woodworking General	(48.0701)	127
Marketing			
00510	Marketing Sales and Service	(52.1999)	127
Science, Technology, Engineering and Mathematics			
00573	Engineering Technology	(15.0000)	127
00575	Mechatronics	(14.4201)	127
00576	Mechanical Drafting	(15.1306)	127
Transportation, Distribution and Logistics			
00546	Industrial Equipment Maintenance & Repair	(47.0399)	127
00549	Collision Repair Technician	(47.0603)	127
00550	Automobile Technician	(47.0604)	127
00551	Medium and Heavy Truck Technician	(47.0613)	127
00552	Small Engine & Related Equipment Repair	(47.0606)	127
00553	Airframe Technology	(47.0607)	127
00554	Power Plant Technology (Aircraft)	(47.0608)	127
00569	Aeronautics/Aviation/Aerospace Science and Technology	(49.0101)	127
00572	Avionics Maintenance Technology	(47.0609)	127

Early Childhood and Parenting Education

Assignment Code	Assignment Description	Accounting/ Function Code
60100	Early Childhood Specialist (Master's in Child Development or Early Childhood Education) – Great Start Readiness Program	226
60200	Early Childhood Classroom Teacher – Bachelor's Degree in Child Development	111 or 118
60300	Elementary Certified Teacher with Early Childhood Endorsement (ZA or ZS)	111 or 118
60400	Elementary Certified Teacher with a Child Development Associate Credential (CDA)	111 or 118
60401	Early Childhood Classroom Teacher – Does not meet the educational requirements of assignment codes 60200, 60300 or 60400.	111, 118 or 351
60500	Associate Teacher Early with a Child Development Associate Credential (CDA), Associate Degree in Early Childhood/Child Development or the Michigan Department of Education Equivalent (See note on page 47)	111 or 118
60501	Early Childhood Paraprofessional/Aide – Does not meet the educational requirements for the assignment code 60500. (See note on page 48)	111, 118 or 351
60600	Parent Educator/Home Visitor	3xx
60700	Parent Educator/Non-Home Visitor	3xx

Administration Assignments (NNNNN)

An assignment for an administrator is coded as a 5-digit number. Select from each of the categories given.
For example: A superintendent of a district would be coded as follows:

Title (NN)   70
Level (N)   2
Function (NN)   00

Report 70200 in the REP for a district superintendent.

Title: (NN	Title Description	Accounting/Function Code
70	Superintendent	232
71	Assistant Superintendent	232
72	Administrator	2xx
73	Principal	241
74	Assistant Principal	241
75	Director	2xx-3xx
76	Supervisor	2xx-3xx
77	Coordinator	2xx-3xx
78	Consultant	2xx-3xx
79	Assistant Director	2xx-3xx
Level: N	**Level Description**	
1	ISD	
2	District (LEA, PSA)	
3	School	
4	Program	
5	Regional	
Function:NN)	**Function Description**	**Accounting/Function Code**
00	Chief Administrative Officer for District/ISD	232 or 252
01	School Management (e.g., administrator, principals and others in management roles)	2xx
10	Adult, Continuing and Community Education	
11	Athletics	293
12	Behavioral/Classroom Management	21x
13	Bilingual/English Language Learner (ELL) Education	
14	Budget/Accounting	252
15	Business/Finance	252
16	Career and Technical Education	
17	Communications and Media	282
18	Curriculum and Instruction	
30	Child Care/Preschool/Early Childhood	111, 118 or 3xx
31	Family/Community Support	21x or 3xx
32	Food Service	297
33	Gifted and Talented	
34	Human Resources	283
40	Legal Affairs	232 or 283
41	Migrant Education	
42	Plant/Facilities Maintenance	261
43	Professional Development	221 or 283
44	Pupil Accounting	
50	Recreation	
51	Regional Educational Media Center (REMC)	222
52	Research and Evaluation	281

55	School Safety Programs	
60	Security	266
61	Special Education	
62	State/Federal Programs	
63	Subject Area (e.g., Alternative Education, Department Chair)	
64	Student Services	
70	Title I	
71	Technology	225 or 284
72	Transportation	271
73	Transition	
74	Title IX Gender Equity Coordinator	2xx
99	Other	

Administrator Continuing Education Requirement

Administrative Rule 380.1201 mandates that all current and future school administrators employed in a school district, public school academy or intermediate school district as superintendent, principal, assistant principal, chief business official or other person whose primary responsibility is administering instructional programs, comply with Section 1246 of PA 289 (1995) regarding the School Administrator continuing educational requirement. The following positions need to meet that requirement:

Position Title Description

1. Superintendent
2. Assistant Superintendent/Director of Educational Services
3. Early Education Services Director
4. Principal
5. Assistant Principal
6. Director of Technical & Education Center
7. Technology, Employment & Community Services Director
8. Director of Finance & Operations
9. Principal at the Development Center
10. Supervisors/Directors of Special Education
11. Supervisor of Planning/Monitoring
12. Supervisor of Adult Education & Training Services (Technical & Education Center)
13. Supervisor of Student Services (Technical & Education Center) – If this person has direct responsibility over any instructional programs, then report
14. Supervisor of Financial & Accounting Services
15. Assistant Director of Early Education Services
16. Supervisor of Learning Resource Unit (Employee that oversees training for local district personnel and guides them in meeting curriculum requirements and reading initiatives)
17. Supervisor of the Math & Science Center (Technical Center)
18. Coordinator of Parents as Teachers (0-5 program), Early Education Services
19. Even Start Coordinator
20. Great Start Readiness Program Coordinator

Krista Ried in the Office of Professional Preparation Services (OPPS), Michigan Department of Education, provided this information. Questions concerning the reporting of the Administrator Continuing Education requirement should be directed to OPPS at 517-373-3310.

Paraprofessional/Aide Assignments (NNNNN)

Note: When reporting a paraprofessional/aide assignment, report the categorical educational setting (e.g., Alternative Education, Career & Technical Education, Special Education, etc.) when appropriate. Report the suggested accounting/function code or the most appropriate accounting/function code from the range suggested.

Assignment Code	Assignment Description	Accounting Function Code
Instructional paraprofessional/aides working in a Title IA or Title IC program must report NCLB/Highly Qualified status as marked below with the double asterisk.**		
80001	Non-Instructional Paraprofessional/Aide in a Title I Schoolwide Program (Title IA)	2xx–3xx
80002	Instructional Paraprofessional/Aide in a Title I Schoolwide Program** (Title IA)	1xx, 3xx
80004	Non-Instructional Paraprofessional/Aide in a Title I Targeted-Assistance Program (Title IA)	2xx–3xx
80005	Instructional Paraprofessional/Aide in a Title I Targeted-Assistance Program** (Title IA)	1xx, 3xx
Special Education Paraprofessionals/Aides		
00403	Special Education Instructional Paraprofessional/Aide** Report Highly Qualified status when assigned to a school/facility that operates a Title I Schoolwide Program	1xx–3xx
00404	Special Education Non-instructional Paraprofessional/Aide	2xx–3xx
00405	Special Education Early Childhood Instructional Paraprofessional/Aide	1xx–3xx
00407	Special Education Early Childhood Non-Instructional Paraprofessional/Aide	2xx–3xx
Migrant Education Program (MEP) Paraprofessionals/Aides		
00410	MEP Instructional Paraprofessional/Aide** (Title IC)	125, 3xx
00411	MEP Non-Instructional Paraprofessional/Aide (Title IC)	2xx–3xx
00412	MEP Instructional Paraprofessional/Aide** – Summer only (Title IC)	125, 3xx
00413	MEP Non-Instructional Paraprofessional/Aide – Summer only (Title IC)	2xx–3xx
Bilingual Paraprofessionals/Aides** (See pages 32-34 for reporting instructions)		
**014	Instructional Bilingual Paraprofessional/Aide	1xx–3xx
**016	Non-Instructional Bilingual Paraprofessional/Aide	2xx–3xx
Other Paraprofessionals/Aides (Non-Title I)		
80014	Instructional Paraprofessional/Aide	1xx, 3xx
80016	Non-Instructional Paraprofessional/Aide	2xx–3xx
Early Childhood Paraprofessionals/Aides		
60500*	Associate Teacher with a Child Development Associate Credential (CDA), Associate Degree in Early Childhood/Child Development or the Michigan Department of Education Equivalent	111 or 118
60501**	Early Childhood Paraprofessional/Aide – Does not meet the educational requirements for the assignment code 60500.	111, 118, or 351
*60500 – Associate Teacher: this code is used to report associate teachers working in the Great Start Readiness Program (GSRP). The qualifications listed in this code are legislative requirements for associate teachers working in the GSRP. This code is not associated with Title 1. **60501 - Early Childhood Paraprofessional/Aide: this code is used to report paraprofessionals/aides working in an early childhood setting not associated with the GRSP or Title 1 (e.g., paraprofessional in a tuition-based classroom).		

Other Non-Instructional/Non-Certified Assignments		
81500	Accreditation Officer	221
81600	Analyst (Financial, Policy)	252
82100	Athletic Coach	293
82200	Athletic Trainer	293 or 213
82300	Attendance Officer	211 or 285
82400	Auditor	25x or 285
82500	Behavioral Management Specialist	21x
82700	Bilingual/ELL Recruiter	2xx
82800	Bilingual/ELL Counselor	21x
82900	Bilingual/ELL Support – Clerical	2xx
83000	Bilingual/ELL Support – Non-Clerical	2xx
83200	Bus Driver	27x
83300	Bus Monitor (Aide, Assistant)	27x
83400	Business Services (Accounting, Bookkeeping, Payroll)	252
84000	Clerk (Data Entry, File, General Office, Mail, Records)	2xx
84100	Communication & Media	282
84150	Community Education Instructor	
84155	Community Education Staff	
84200	Computer Operator	2xx
84300	Computer Programmer	2xx
84400	Computer Technician	2xx
84500	Cook/Food Preparer	297
84600	Cook Manager	297
84700	Crossing Guard	21x
84800	Curriculum Specialist	221
85000	Child Care	351
85100	Dietitian	297
86000	Food Service Worker	297
86300	Grant Developer	249
86400	Graphic Artist	2xx
86500	Health Services	21x
86600	High Priority Schools Statewide System of Support Consultant/Facilitator	
86700	Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)	261
86800	Media Technologist	2xx
87000	Migrant Data Entry Technician/Records Transfer	2xx
87100	Migrant Recruiter	2xx
87200	Migrant Counselor	2xx
87300	Migrant Support – Clerical	2xx
87400	Migrant Support – Non-Clerical	2xx
88000	Migrant Data Entry Technician/Records Transfer – Summer Only	2xx
88100	Migrant Recruiter – Summer Only	2xx
88200	Migrant Counselor – Summer Only	2xx
88300	Migrant Support – Clerical – Summer Only	2xx
88400	Migrant Support – Non-Clerical – Summer Only	2xx
90000	Network Administrator	2xx
90100	Non-Instructional Personnel	2xx

90200	Non-Instructional Program Manager	2xx
90400	Ombudsperson	28x
90700	Personnel Officer/Specialist	28x
90800	Photographer	2xx
90900	Police Officer	266
91000	Printer	2xx
91100	Professional Non-Licensed Personnel	2xx–3xx
91200	Public Relations/Informational Services Officer	232 or 282
91300	Purchasing Agent	25x
92000	Rehabilitation Counselor	21x
92100	Receptionist	2xx
92300	Research and Development Specialist	281
92350	School Safety Programs	
92400	Secretary (Office/Clerical/Administrative Support)	2xx–3xx
92500	Secretary (Executive or Confidential)	2xx–3xx
92600	Security Guard	266
92700	Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)	26x or 27x
92750	Special Events Staff (e.g., Athletic Events, Performing Arts, Ticket Sales, Sports Statistician)	
92800	Statistician	2xx
92900	Student Activity Advisor/Non-Athletic Coach	1xx
93000	Student Support Services	2xx
93100	Student Worker (e.g., Co-op Student, Office Aide, Work Study)	
94100	Teaching Intern	1xx
94200	Technology Coordinator	2xx
94300	Technology/Computer Support	2xx
95200	Title I Recruiter	2xx
95300	Title I Counselor	2xx
95400	Title I Support – Clerical	2xx
95500	Title I Support – Non-Clerical	2xx
95600	Title I Supplemental Education Services Tutor	2xx
96000	Transition Coordinator	2xx
96100	Transportation	271
96200	Tutor (Non Title I Supplemental Education Services)	1xx
96300	Volunteer Coordinator	2xx–3xx
99900	Other	

Current Grade Assignment and Educational Setting: 22-digit code (Integer)

If a staff member is working in the classroom, enter the grade level or educational setting assignment for that person. If a position is vacant use the appropriate grade-level assignment or educational setting for the vacant position.

If a staff member is working in a specific grade level, report the grade-level code whenever possible. If a biology teacher is assigned to grades 9, 10 and 11, enter "0000000000111000000000".

If a teacher is conducting a ninth-grade auto mechanics class, report grade nine. If a teacher is conducting a high school auto mechanics class in a vocational setting, report the educational setting of Career and Technical Education, "0000000000000000001000".

For assignment codes "000AX" through "99900", report the grade level whenever possible or select the appropriate educational setting. For assignment codes "81500" through "99900", report the grade level whenever possible or use the educational setting code "0000000000000000000001" (Administrative or Support Staff -- all levels). *For those districts using the online application, simply select the appropriate grade level or educational setting for each staff member.*

 Do not submit both a grade level and an educational setting.

Special Education Age Group

Definition: The *Individual with Disabilities Education Act (IDEA) 2004* requires the count of special education personnel. Special education personnel are defined as special education teachers, special education teacher consultants, special education related services staff and special education paraprofessionals/aides. Special education teachers, teacher consultants and instructional aides must be submitted by the age group that they serve. Indicate the age group that the staff member is responsible for at least 50 percent or more of his/her instruction time. For special education staff members with assignment codes "00192" through "00292" and "00403" through "00407", the age group must be submitted, or a fatal error will be reported.

Grade Level:

1000000000000000000000	Retention Kindergarten (Young Fives, Early Fives, Jump Start, Begindergarten, etc.)
0100000000000000000000	Kindergarten
0010000000000000000000	First Grade
0001000000000000000000	Second Grade
0000100000000000000000	Third Grade
0000010000000000000000	Fourth Grade
0000001000000000000000	Fifth Grade
0000000100000000000000	Sixth Grade
0000000010000000000000	Seventh Grade
0000000001000000000000	Eighth Grade
0000000000100000000000	Ninth Grade
0000000000010000000000	Tenth Grade
0000000000001000000000	Eleventh Grade
0000000000000100000000	Twelfth Grade

OR

Educational Setting:

0000000000000010000000	Alternative Education
0000000000000001000000	Special Education Age Group 0 – 2 years of age
0000000000000002000000	Special Education Age Group 3 – 5 years of age
0000000000000003000000	Special Education Age Group 6 – 21 years of age
0000000000000004000000	Special Education Age Group 22 – 26 years of age
0000000000000000100000	Adult Education
0000000000000000010000	Early Childhood and/or Parenting Programs
0000000000000000001000	Career/Technical Education
0000000000000000000100	State Agency
0000000000000000000010	Early On®/Early Intervention (Part C of IDEA)
0000000000000000000001	Administrative or Support Staff (all levels)
0000000000000000000003	English as a Second Language - Other
0000000000000000000004	Bilingual Education/ELL - Other
0000000000000000000005	English as a Second Language – Title III Only
0000000000000000000006	Bilingual Education/ELL – Title III
0000000000000000000007	Bilingual Education/ELL – Section 41
0000000000000000000008	Migrant Education Program
0000000000000000000009	Migrant Education Program – Summer only

Note: For staff members assigned to specific program areas, such as bilingual education, migrant or special education, submit the appropriate educational setting for the position reported.

FTE: Four-digit code (N.NN)

Full-time equivalency (FTE) refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. The FTE submitted should be determined by district policy and contracts within the district. This is an internal process based upon the local ISD's, district's or PSA's structure.

Districts are required to report FTE for all staff members regardless of the FTE count, except day-to-day substitute teachers and day-to-day substitute paraprofessionals. This includes all assignment codes ("000AX" through "99900" except assignment codes "000SUB" and "00PAR").

Report the FTE of the vacant position. Report the proportionate FTE for each assignment for each staff member. For example, if a teacher works full time, but works in two schools/facilities, report each school/facility separately using "0.5" FTE for each. If a teacher is assigned to a biology class for three-fourths of his/her schedule and an English class for one-fourth of his/her schedule, report "0.75" FTE for biology in the first position, and "0.25" FTE for English in the second position of Field 10. If a principal works three-fourths of his/her time as an administrator and one-fourth of his/her time teaching mathematics, the FTE would be submitted as administrator "0.75" and teaching "0.25".

FTE greater than 1.0: It is possible to report an FTE greater than 1.0 if the person is employed in two regular assignments for the district. For example, if a teacher works in a regular teaching assignment for 1.0 FTE and works in the community services program after school in a 0.25 FTE assignment, report each assignment/position separately by FTE. The total FTE cannot exceed 2.0.

Hourly Wage: Six-digit code (NNN.NN)

> *Note*: The reporting of Hourly Wage is optional. However, the position must have a value.

Districts may submit both the hourly wage and the full-time base annual salary. Each field must have a value, or a fatal error is reported. The full-time base annual salary cannot exceed $450,000; the hourly wage cannot exceed $999.99. When Field 12: Funded Position Status contains code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Full-Time Base Annual Salary, or a fatal error is reported. For example, if an employee earns $25.85 per hour, report the earnings as "25.85". The payroll person in the district determines the hourly wage based upon contractual agreements, hours per workday and number of days per contractual school year.

For example: Jim Smith is a third-year math teacher in the high school with a salary of $32,000, and Sally Jones is a 20-year, fifth-grade teacher with a salary of $43,000. The district contract indicates that high school teachers work 7.5-hour days and 183 days per year, while elementary teachers work 6.5-hour days and 184 days per year. A method to determine hourly wage for Jim Smith would be: 32,000/(7.5*183). In this example, Jim Smith would have an hourly wage of $23.32, and Sally Jones would have an hourly wage of $35.95 (43,000/[6.5*184]=35.95).

Accounting/Function Code: Three-digit code (NNN)

Enter the appropriate code as determined for accounting purposes for each position in a given school district. For example, all special education instructors should be submitted as "122"; school administrators, such as principals and assistant principals, should be submitted as "241". The Michigan Public School Accounting Manual is located at: http://www.michigan.gov/mde/0,1607,7-140-6530_6605-21321--,00.html. The Michigan Public School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts.

Instructional Staff
  Basic Programs
    118 Preschool
    111 Elementary School
    112 Middle/Junior High School
    113 High School
    119 Summer School
  Added Needs
    122 Special Education
    125 Compensatory Education
    127 Career and Technical Education
  Adult/Continuing Education
    131 Basic
    132 Secondary
    133 Secondary Vocational
    135 Occupational Training or Upgrading
        Retraining

Instructional Support Staff
  Pupil Services
    211 Truancy/Absenteeism Services
    212 Guidance Services
    213 Health Services
    214 Psychological Services
    215 Speech Pathology and Audiology
        Services
    216 Social Work Services
    217 Visual Aid Services
    218 Teacher Consultant
    219 Other Pupil Support Services

Instructional Staff Services
    221 Improvement of Instruction
    222 Educational Media Services
    224 Educational Television
    225 Technology Assisted Instruction
    226 Supervision and Direction of
        Instructional Staff
    227 Academic Student Assessment
    229 Other Instructional Staff Services

Noninstructional Support Staff
    231 Board of Directors
    232 Executive Administration

    233 Grant Writer/Grant Procurement
    241 Office of the Principal
    249 Other School Administration
    252 Fiscal Services
    257 Internal Services
    259 Other Business Services

    261 Operating Building Services
    266 Security Services
    271 Pupil Transportation Services
    281 Planning, Research, Development,
        and Evaluation
    282 Communication Services
    283 Staff/Personnel Services
    284 Support Services Technology
    285 Pupil Accounting
    289 Other Central Services
    291 Pupil Activities
    292 Bookstore Activities/Consignment
        Activities
    293 Athletics
    294 Endowment Activities
    295 Agency Activities
    297 Food Service Staff
    299 Other Support Services
    311 Community Services Direction
    321 Community Recreation
    331 Community Activities
    341 Public Library
    351 Custody and Care of Children
    361 Welfare Activities
    371 Non-Public School Pupils
    391 Other Community Services

Facilities Acquisition
    451 Site Acquisition Services
    452 Site Improvement Services
    453 Architecture and Engineering
        Services
    455 Building Acquisition and
        Construction Services
    456 Building Improvements Services
    459 Other Facility Acquisition

Highly Qualified Status: One-digit code (Integer)

Definition: This code is a one-position integer character. For staff members with assignment codes "000AX" through "000ZZ", "00192" and "00197" (core academic instructional staff members as defined in NCLB, see Assignments to General Education), "80002" and "80005" (Title I instructional paraprofessionals/aides, such as Title I Targeted Assistance Program or Title I Schoolwide Program) and "00410" and "00412" (Title IC Migrant Education Program instructional paraprofessionals/aides), submit a "1" (yes) in this position if the staff member meets the Michigan Department of Education's definition for a Highly Qualified teacher or Highly Qualified paraprofessional/aide for the assignment in this repetition of Field 10. If a staff member does not meet the definition for Highly Qualified, submit a "2" (no) in this position.

For assignment codes "80002" and "80005" (Title I instructional paraprofessionals/aides), districts are to report Highly Qualified status as follows:

Title I Targeted Assistance only – Report the instructional paraprofessionals/aides supporting Title I activities.

Title I Schoolwide – Report all instructional paraprofessionals/aides. In a Title I school that has been designated as a schoolwide program, ALL instructional paraprofessionals/aides must be Highly Qualified. This would include special education (assignment code "00403"), early childhood, library media, technology lab paraprofessionals/aides, etc.

The Michigan Department of Education has received approval from the United States Department of Education for the following definition of Highly Qualified teachers or paraprofessionals/aides: Teachers or paraprofessionals/aides will be defined as Highly Qualified for an assignment if they meet one or more of the six criteria listed on the Michigan Department of Education website: http://www.michigan.gov/mde/ . Click on the State Board of Education link on the left navigation bar. On the new page, click on "Policies" on the left navigation bar, and then click on Policies: 2003. Then click on "The Michigan Definition for Identifying Highly Qualified Teachers" dated April 24, 2003. The document is located at the following website: (http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers_63281_7.pdf). For further information, go to: http://www.mea.org/nclb/index.html. Specific questions regarding Highly Qualified status may be referred to Krista Ried, Office of Professional Preparation Services at 517-373-3310.

For each assignment, submit a "1" (yes) in this position if the instructional staff member meets any one of the criteria presented in this document or a "2" (no) if the instructional staff member does not meet the criteria. For example, when entering information for John Smith for an assignment of Art Education teacher, if he has earned 18 additional semester credit hours in a planned program since the issuance of a provisional certificate, John Smith is submitted as Highly Qualified.

For your convenience, a teacher worksheet tool is available from the CEPI website: http://www.michigan.gov/cepi. Click on "CEPI Applications"; click on the "Registry of Educational Personnel" link on the left navigation bar, and then under the heading REP Help and Resources click on "Highly Qualified Help." The worksheet tool and other helpful information regarding Highly Qualified status are available on this page.

For any non-core academic assignment codes included in the range "000AX" through "00598" that are not required to be submitted for Highly Qualified status, report "0" (not applicable) in this position. For staff members with assignment codes "60100" through "60700", "70000" through "79999", "80001", "80004" and "80014" through "99900", submit a "0" (not applicable) in this position.

Academic Major: One-digit code (Integer)

Definition: This code is a one-position integer. For staff members assigned to core academic assignment codes "000AX" through "000ZZ", "00192" and "00197" (core academic instructional staff members as defined in NCLB; see Assignments to General Education), place a "1" (yes) in this field if the staff

member holds an academic major, coursework equivalent to an undergraduate academic major, a graduate degree, or advanced certification or credentialing for the assignment in this repetition of Field 10. Place a "2" (no) in this position if the staff member does not have the required major or equivalency for this assignment.

For non-core academic assignment codes "000AX" through "00598" that are not required to be submitted for Highly Qualified status, report "0" (not applicable) in this position. For staff members with assignment codes above "00598", place a "0" (not applicable) in this position.

Academic Minor: One-digit code (Integer)
Definition: This code is a one-position integer. For staff members assigned to core academic assignment codes "000AX" through "000ZZ", "00192" and "00197" (core academic instructional staff members as defined in NCLB; see Assignments to General Education), place a "1" (yes) in this position if the staff member holds an academic minor or coursework equivalent to an undergraduate academic minor for the assignment in this repetition of Field 10. Place a "2" (no) in this position if the staff member does not have the required minor or equivalency for this assignment.

For non-core academic assignment codes "000AX" through "00598" that are not required to be submitted for Highly Qualified status, report "0" (not applicable) in this position. For staff members with assignment codes above "00598" place a "0" (not applicable) in this position.

Note: For core academic assignment codes "000AX" through "000ZZ", "00192" and "00197" that must be submitted for Highly Qualified status, academic major and academic minor, all three categories must be submitted with an appropriate response. When submitting data via the REP Online Single Submission Application report "yes" or "no". When submitting data via the Bulk Upload Application, report code of "1" (yes) or "2" (no).

Administrator Continuing Education: One-digit code (Integer)
Definition: This code is a one-position integer. For administrative assignment codes "70000" through "79999", report a code of "1" (yes) if the district/building administrator has met the continuing education requirement for eligibility for employment. Report a "2" (no) if the administrator has not met the continuing education requirement. (See the administrative assignment codes for specific assignment codes that must be submitted.) For assignment codes that are not required to be submitted for administrator continuing education, report a "0" (not applicable) in this position. For assignment codes "000AX" through "60700" and "80001" through "99900", report "0" (not applicable) in this position.

Number of Core Academic Classes Taught: One-digit code (Integer)
Definition: This code is a one-position integer. For staff members with core academic assignment codes "000AX" through "000ZZ", "00192" and "00197", report the number of core academic classes taught ("1" through "9") for each core academic assignment code submitted in Field 10. For example, if a staff member is submitted with the assignment code "000EX" and teaches Algebra I, Algebra II, Advanced Math, Pre-Algebra and General Math, report "5" in this position. The "5" represents five classes taught by the staff member. Or, if a staff member is assigned two subject areas -- three classes of English "000BA" and two classes of History "000CC" -- report "3" in this position for English "000BA" and "2" in this position for History "000CC".

For non-core academic assignment codes "000AX" through "00413", report a value of "0" through "9". (Reporting of the number of classes taught is optional for non-core academic assignment codes.) For all other assignment codes "00500" through "99900", report a "0" (not applicable) for this position. Highly Qualified percentages will then be calculated based upon data submitted.

For more information concerning the reporting of the number of classes taught, you may refer to a reference document at www.michigan.gov/cepi. Click on "CEPI Applications" and then click on the Registry of Educational Personnel. The document titled, *Calculating the Number of Core Academic Classes Taught*, is located under the heading Current REP Submission.

Field 11: Title I and Title II, Part A Teachers

Submission date:	First business day in December and June 30
Field use:	NCLB, Section 1119 of Title I, Part A NCLB, Section 2123 of Title II, Part A Section 501 of PA 115 of 2009
State of Michigan office contact:	Margaret Madigan, 517-373-4588
Field specification:	Three-character
Record position/type:	622-624, numeric
Database field name:	
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 10: School Assignment Data

Programming edits: This field must be submitted for assignment codes "000AX" through "00598" or a fatal error is reported. This field must be left blank for assignment codes "60100" through "99900", or a fatal error is reported.

Definition: This field identifies the teachers funded by Title I, Part A who teach core academic subjects in a Title I targeted-assistance program. It also identifies teachers funded by any source who teach core academic subjects in a Title I schoolwide program. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. This field also identifies the teachers funded by Title II, Part A for the purpose of reducing class size. Staff members who are funded by Title I or Title II, Part A must be Highly Qualified. The assignments applicable to this field are identified in Field 10: School Assignment Data under Assignments for General Education.

Title I Targeted Assistance Program (TAP) ─ Report all teachers assigned to core academic subjects whose salaries are paid in whole or in part with Title I, Part A funds.

Title I Schoolwide Program (SWP) ─ Report all teachers assigned to core academic subjects in Title I schools/facilities that have been designated as providing Title I schoolwide programs.

Title II, Part A Class Size Reduction – Report all teachers assigned to core academic subjects whose salaries are paid in whole or in part with Title II, Part A funds who were hired for the purpose of reducing class size.

This field applies to assignment codes "000AX" through "00598" for staff assigned to core academic subject areas as identified by the double asterisk (**) under the Assignments to General Education in Field 10: School Assignment Data. Districts are to report the appropriate assignment code for teachers assigned to core academic areas funded by Title I, Part A and Title II, Part A. For assignment codes "000AX" through "00598", the value may be "000" for those assigned to non-core academic subject areas or core academic subject areas not funded by Title I Part A and Title II, Part A. The following table lists the codes to be used for this field:

Code	Category
000	None
001	Title I Targeted Assistance Program (TAP)
002	Title I Schoolwide Program (SWP)
003	Title II, Part A, Class Size Reduction
004	Title I TAP and SWP
005	Title I TAP and Title II, Part A Class Reduction
006	Title 1 SWP and Title II, Part A Class Reduction

Codes "004", "005" and "006" are provided for situations when teachers are assigned part-time to different programs or are Title II, Part A class size reduction teachers in Title I, Part A schoolwide programs.

Field 12: Funded Position Status

Submission date:	First business day in December and June 30
Field use:	School Aid Act MCL 388.1613, 388.1619; Revised School Code MCL 380.1533; Section 501 of PA 115 of 2009
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	One-character
Record position/type:	625, integer
Database field name:	FundedPositionStatusCode
Code/format:	This is a one-position field (N).

1 Vacant, funded, open position, no one assigned
2 Vacant, funded, open position, outside contractor assigned
3 Funded, employee on loan or leave, no one assigned
4 Funded, employee on loan or leave, filled by temporary employee
5 Vacant, funded, open position, filled by temporary employee
6 Funded, employee on loan or leave, outside contractor assigned
7 Contracted services provider, non-instructional staff
9 Filled position, regular

Dependencies with other fields:

Field 4: Last Name	Field 10: School Assignment Data
Field 5: First Name	Field 25: Employment Status

Programming edits: This field must have a value for assignment codes "000AX" through "79999", except "60100", "60200", "60401", "60500", "60501", "60600" and "60700", or a fatal error is reported. If "VACANT" is submitted in Field 4: Last Name and "FUNDED" is submitted in Field 5: First Name, then Field 12 must be submitted with a value of "1" and the first five digits of Field 7: Social Security Number must be submitted as the district number or a fatal error is reported. If "1" is submitted in this field, Field 13: Date of Birth must be blank and Field 25: Employment Status must contain "00". If code "2", "3", "4", "5", "6" or "7" is submitted in this field, Field 25 must contain "97", "98" or "99".

For non-instructional assignment codes "60100", "60200", "60401", "60500", "60501", "60600", "60700", and "80001" through "99900", this field must be left blank or a fatal error is reported. If the position is submitted as a vacant position, as an employee on loan or leave, or as a non-instructional staff (assignment codes "81500" through "99900") contracted services provider, then report the appropriate code ("1" through "7") for the status of the position as follows:

> If submitted as a vacant position, then code "1", "2" or "5" must be reported.
> If submitted as an employee on leave, then code "3", "4" or "6" must be reported.
> If submitted as a non-instructional staff contracted services provider, then code "7" must be reported.

Note: Code 7 may only be reported for assignment codes "81500" through "99900".

If code "4", "5" or "6" is submitted in this field for assignment codes "000AX" through "00598", "60300" or "60400", then code "11", "12", "13" or "53", or the appropriate credential type for a credentialed employee must be submitted in Field 17: Type of Credential.

If an assignment code of "000AX" through "00598", "60300" or "60400" is submitted for an assignment and a second assignment code of "60000" through "99900" (except "60300" or "60400") is submitted in Field 10, then Field 12: Funded Position Status and Field 17: Type of Credential must be reported for the assignment code "000AX" through "00598", "60300" or "60400" only.

Definition: This field identifies the status of positions that are either filled by permanent employees, approved substitutes or outside contractors, or that remain unfilled. This field applies to assignment codes "000AX" through "79999".

1 *Vacant, funded, open position, no one assigned:* The position is unfilled by a permanent employee at the time of this report, and the position is posted. No one is permanently assigned in this position. The position is filled by a day-to-day substitute.
2 *Vacant, funded, open position, outside contractor assigned:* The position is temporarily filled by an individual under contract.
3 *Funded, employee on loan or leave, no one assigned:* The permanent employee is not currently performing the position's duties, and no one is assigned to fill the position.
4 *Funded, employee on loan or leave, filled by temporary employee:* The permanent employee is not currently performing the position's duties, and the position is filled by a temporary employee for assignment codes "70000" through "79999"; a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for assignment codes "000AX" through "00598", "60300" or "60400".
5 *Vacant, funded, open position, filled by temporary employee:* The position is unfilled by a permanent employee at the time of the report, and the position is posted. The position is filled by a temporary employee for assignment codes "70000" through "79999"; a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13" or "53"); or a certified teacher for assignment codes "000AX" through "00598", "60300" or "60400".
6 *Funded, employee on loan or leave, outside contractor assigned*: The position is temporarily filled by an individual under contract.
7 *Contracted Services Provider:* The position is filled by a non-instructional staff (assignment codes 81500 through 99900) contracted services provider under contract with the district.
9 *Filled position, regular:* The position is filled by a permanently assigned employee.

For example:
1 Use "1" when a funded position has been posted, but no one has been employed to perform the job duties. Use "VACANT" in Field 4: Last Name and "FUNDED" in Field 5: First Name.
2 Use "2" when a funded position has not been filled, and an individual has been contracted to fill the position and provide a specific service. For example, a district might contract a school psychologist to provide evaluation services. Enter the name of the contracted employee in Field 4: Last Name and Field 5: First Name and enter all other pertinent fields of data for the employee.
3 Use "3" when a permanent employee is not currently reporting to work because of loan, leave, sabbatical, Family Medical Leave Act (FMLA) leave, educational leave, medical leave or other type of leave, and no one is assigned to the position. Enter the information for the permanent employee in fields 4 and 5, as well as all other pertinent fields. Use zeros in the wage field if the employee is not being paid while on leave, and report 1.0 FTE or the FTE appropriate for the position.
4 Use "4" when a substitute or temporary employee is assigned to fill the position of a permanent employee on loan, leave sabbatical, FMLA leave, educational leave, medical leave or other type of leave. ENTER DATA FOR BOTH STAFF MEMBERS: Update the information for the permanent employee, report zeros in the wage field if the employee is not being paid while on leave, and report 0.0 FTE for the position. Enter the information for the temporary employee or substitute in fields 4 and 5 and enter all other pertinent fields, including wage and FTE.

5   Use "5" when a funded position has been posted, and a substitute has been employed to fill the vacant position. Enter the name of the temporary employee or substitute in fields 4 and 5, and enter all other pertinent fields of data for the individual.

6   Use "6" when an individual has been contracted to fill the position of a permanent employee on loan or leave. Enter the name of the contracted employee in fields 4 and 5 and enter all other pertinent fields of data for the employee.

7   Use "7" when an individual provides contracted services for the district in a non-instructional staff assignment (assignment codes 81500 through 99900) such as food service, transportation or security.

9   Use "9" when a position is filled by a permanently assigned employee.

Note: Vacant positions
After each end-of-year submission (June 30), vacant funded positions are expired and are not repopulated for the fall submission.

Note: Employees on Leave: Report the appropriate code for the leave status in Field 12: Funded Position Status for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98", or "99" for the assignment code submitted in Field 10: School Assignment Data.

Terminated Employees: Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a code "9" in Field 12: Funded Position Status.

This field applies to assignment codes "000AX" through "79999". This field applies to assignment codes "81500" through "99900" when code "7" is reported in this field.

Field 13: Date of Birth

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code MCL 380.1533; Section 501 of PA 115 of 2009
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	10-character, date with slashes
Record position/type:	626-635, date
Database field name:	DateOfBirth
Code/format:	This is a 10-position field (MM/DD/CCYY) All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. MM must be one of the following:

01 January   04 April   07 July   10 October
02 February   05 May   08 August   11 November
03 March   06 June   09 September 12 December

Dependencies with other fields:	Field 9: Date of Hire Field 12: Funded Position Status

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be submitted unless Field 12: Funded Position Status uses code "1" (e.g., vacant). If "1" is submitted in Field 12: Funded Position Status, this field must be left blank. The date of birth cannot be greater than 95 years prior to July 1 of the submission year and cannot be earlier than 14 years from July 1 of the submission year, or a fatal error will be reported. The date of birth cannot be equal to, after, or within 14 years of the date of hire, or a fatal error will be reported. For assignment codes "000AX" through "00598", "60300" or "60400", the date of birth cannot be earlier than 18 years prior to the submission year.

Definition: This is the date of birth of the staff member employed in a district. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to assignment codes "000AX" through "99900".

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number*, or credential number may be made through the REP Online Single Submission Application. All corrections to birthdates must be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created.

*Exception: When a Social Security number update is attempted for an employee that has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

Field 14: Gender Code

Submission date:	First business day in December and June 30
Field use:	Section 501 of PA 115 of 2009; NCLB, 20 USC 6319
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	One-character
Record position/type:	636, alpha
Database field name:	GenderCode
Code/format:	This is a one-position field (A). This field is not case sensitive.

M   Male
F   Female

Dependencies with other fields:	Field 12: Funded Position Status

Programming edits: If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status contains code "1" (e.g., vacant). If a "1" is submitted in Field 12, Field 14 must be left blank, or a fatal error is reported.

Definition: This is the gender of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank.

This field applies to assignment codes "000AX" through "99900".

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number*, or credential number may be made through the REP Online Single Submission Application. All corrections to birthdates must be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created.

Exception: When a Social Security Number update is attempted for an employee that has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

Field 15: Racial/Ethnic Code

Submission date: First business day in December and June 30

Field use: Section 501 of PA 115 of 2009; NCLB, 20 USC 6319

State of Michigan office contact: CEPI customer support, 517-335-0505, CEPI@michigan.gov

Field specification: Six-character

Record position/type: 637-642, character

Database field name: RacialEthnicCode

Code/format: This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc.

For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person were also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, would be coded "032001". If a person were of equal races, such as an American Indian and Hispanic, they would be submitted as "100001". Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.

Dependencies with other fields: Field 12: Funded Position Status

Programming edits: If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status contains code "1" (e.g., vacant). If a "1" is submitted in Field 12, this field must be left blank, or a fatal error is reported. At least one of the six digits must be a "1", or a fatal error is reported. Repetition of a "1" in all positions will result in a fatal error.

Definition: First identify a racial group and then the ethnicity of the staff member. If the person is self-selecting, a multiple of the following codes with PRIMARY AND/OR SECONDARY CHOICES MUST BE REPORTED. For vacant positions created since the previous school year and not yet filled, leave this field blank.

      100000   *American Indian or Alaska Native*. A person having origins in any of the original peoples of North America and South America (including Central America). 010000 *Asian American*. A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

      001000   *Black or African American*. A person having origins in any of the black racial groups of Africa.

000100   *Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

000010   *White.* A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

000001   *Hispanic or Latino.* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

This field applies to assignment codes "000AX" through "99900". For a further explanation of race/ethnicity codes, go to: http://www.whitehouse.gov/omb/fedreg/ombdir15.html.

Field 16: Highest Educational Level

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
Revised School Code, MCL 380.1532;
Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: CEPI customer support, 517-335-0505,
CEPI@michigan.gov

Field specification: Two-character

Record position/type: 643-644, character

Database field name: HighestDegreeCode

Code/format: This is a two-position field (NN).

           00 None
           01 High School Diploma or its equivalent
           02 Associate Degree
           03 Bachelor's Degree
           04 Master's Degree
           05 Specialist's Degree
           06 Doctoral Degree
           07 Juris Doctorate
           08 Medical Degree
           09 Other License, Credential, or Professional Degree
           10 Obtained Paraprofessional Quality Standard on State Academic Assessment; Successful Completion of Work Keys Assessment

Dependencies with other fields: Field 10: School Assignment Data
               Field 12: Funded Position Status

Programming edits: This field must have a valid value. If the code is out of range or the field is left blank, a fatal error is reported. If Field 12: Funded Position Status has a value of "1" (i.e. vacant), this field should be submitted with code "00" (None).

Definition: This is the highest degree earned by a staff member. For example, if an employee holds a doctoral degree, use code "06". For vacant positions created since the previous school year and not yet filled, use code "00".

This field applies to assignment codes "000AX" through "99900". The value may be "00" for assignment codes "81500" through "99900".

Field 17: Type of Credential

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code MCL 380.1532; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	Krista Ried, 517-373-3310, riedk@michigan.gov Glenna Zollinger-Russell, 517-241-2072, zollinger-russellg@michigan.gov
Field specification:	Two-character
Record position/type:	645-646, character
Database field name:	CredentialType
Code/format:	This is a two-position field (NN)
Dependencies with other fields:	Field 10: School Assignment Data Field 12: Funded Position Status Field 18: Date Credential Issued Field 19: Date of Expiration of Credential Field 25: Employment Status

Programming edits: This field must have a valid value. If an invalid code is used or if this field is left blank for assignment codes "000AX" through "99900", a fatal error is reported. For staff members with assignment codes "00310" through "00413" and "70000" through "99900" who are not required to hold a credential for the position, this field may be coded "00". If a specific credential type is not submitted, "00" must be reported. Field 17 must be submitted with the appropriate credential type when a credential is required for the position. If code "97" or "98" is submitted in Field 25: Employment Status, then Field 17: Type of Credential cannot be reported with code "01", "04", "05", "07", "08", "22", "23","24", "25", "26", "40", "41", "42", "43", "55" or "63" or a fatal error will be reported.

For the following assignment codes, an authorized user cannot report code "00" (teacher credential not required) in Field 17 unless code "1" (vacant) is reported in field 12: Funded Position Status:
- "000AX" through "00598"
- "60300"
- "60400"

For the following assignment codes, the authorized user may report the appropriate credential type or "00":
- "00310" through "00413"
- "Y*014" (bilingual instructional paraprofessionals/aides)
- "Y*016" (bilingual non-instructional paraprofessionals/aides)

Code "00" must be submitted for the following assignment codes or a fatal error will be reported:
- "60100"
- "60200"
- "60401"
- "60500"
- "60501"
- "60700"
- "80001" through "99900"

Definition: If a staff member has two certificates (for example, general education and vocational), report the certificate type that matches his/her teaching assignment. For example, if the employee holds a general education certificate with a mathematics endorsement and a Temporary Vocational Authorization and is assigned to a mathematics position, report the general education certificate. If the certificate has expired and an application for a new certificate is in process, enter the certificate pending status code "02". If the district has applied for a substitute permit, but it is not yet approved, use the pending status code "02".

00	Teacher credential not required or not applicable
01	Life
02	Pending
03	Elementary Provisional
04	Elementary Professional
05	Elementary Permanent
06	Secondary Provisional
07	Secondary Professional
08	Secondary Permanent
09	Two-Year Provisional Certificate
10	Limited License to Instruct
11	Permit, full year
12	Permit, emergency
13	Permit, Section 1233b
14	Permit, 150 day (day-to-day substitute)
15	Temporary Teacher Employment Authorization (one year)
16	Temporary School Counselor Authorization
17	Preliminary School Counselor Guidance Authorization
18	School Guidance Counselor License
21	Dual, provisional
22	Dual, professional
23	Dual, 18-hour continuing
24	Dual, 30-hour continuing
25	Dual, permanent
26	Dual, life
30	Interim Teaching Certificate (Alternative Route to Certification Credential)
40	Elementary Continuing (30 hour)
41	Secondary Continuing (30 hour)
42	Elementary Continuing (18 hour)
43	Secondary Continuing (18 hour)
50	School Nurse Certificate (Interim)
51	School Nurse Certificate (Standard)
52	School Nurse Certificate (Professional)
53	Vocational Annual Authorization – Initial
54	Interim Occupational Certificate (Vocational Temporary Authorization)
55	Vocational Full Authorization
60	Administrator Certification
61	School Psychologist Certificate
62	Preliminary School Psychologist Certificate
63	Occupational Education Certificate
64	Occupational Therapist (License by Examination or Endorsement)
65	Orientation and Mobility Specialist (Certification)
66	Physical Therapist (License by Examination or Endorsement)
67	Audiologist (License by Examination, Endorsement or Limited)
68	Interpreter for the Deaf (Certification)
69	School Social Worker (License and Approval)

70   Special Education, Approval (Issued by Office of Special Education ~~and Early Intervention Services~~)
71   Special Education, Full Year or Emergency Permit (Issued by the Office Professional of Preparation Services)
72   Certificate of Clinical Competence, Licensing ~~Approval~~
73   Department of Defense Certificate (ROTC)
74   Certificate of Adapted Physical Education (CAPE), Special Education
80   Vocational Annual Authorization – Credit Track
81   Vocational Annual Authorization – Adult Education
82   Vocational Annual Authorization – Day-to-Day Substitute
83   Vocational Annual Authorization – Less than Class Size
84   Vocational Annual Authorization – Long-Term Substitute
85   Vocational Annual Authorization – Renewal

This field applies to assignment codes "000AX" through "99900".

Field 18: Date Credential Issued
This field is optional and may be left blank.

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619; Revised School Code, MCL 380.1532; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: Krista Ried, 517-373-3310, riedk@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 647-656, date

Database field name: DateCredentialIssued

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields:
Field 10: School Assignment Data   Field 13: Date of Birth
Field 12: Funded Position Status   Field 17: Type of Credential
Field 19: Date of Expiration of Credential

This field is optional and may be left blank. However, if the field is submitted, the following programming edits are in effect:

Programming edits: A fatal error is reported if this field contains a value and Field 17: Type of Credential contains code "00" or "02".The issue date must be after the date of birth and cannot be after the submission date.

Definition: This is the date that a staff member's credential, permit, approval, or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank.

This field applies to assignment codes "000AX" through "00598", "60300" or "60400".

Field 19: Date of Expiration of Credential

This field is optional and may be left blank.

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code, MCL 380.1532; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	Krista Ried, 517-373-3310, riedk@michigan.gov
Field specification:	10-character, date with slashes
Record position/type:	657-666, date
Database field name:	DateCredentialExpires
Code/format:	This is a 10-position field (MM/DD/CCYY). All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields:	Field 10: School Assignment Data; Field 12: Funded Position Status; Field 17: Type of Credential; Field 18: Date Credential Issued

This field is optional and may be left blank. However, if the field is submitted, the following programming edits are in effect:

Programming edits: If an issue date is submitted in Field 18, then an expiration date must be submitted for all certificates, approvals, and permits, except types "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70" and "72". If an expiration date is not given for those required, a fatal error is reported, unless the Field 12: Funded Position Status contains code "1" (e.g., vacant). The date of expiration cannot be before the date of issuance and cannot exceed 20 years from the date of issue.

Definition: This is the expiration date on the staff member's certificate. Most certificate types, as listed in Field 17: Type of Credential must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70" and "72". For certificates without an expiration date, this field can be left blank. For vacant positions created since the previous school year and not yet filled, leave this field blank.

This field applies to assignment codes "000AX" through "00598", "60300 or "60400".

Field 20: Educator Effectiveness

Submission date: June 30

Field use: Section 380.1249(a) MCLA, Revised School Code, PA 102 of 2011
State Fiscal Stabilization Fund/American Reinvestment and Recovery Act (SFSF/ARRA)

State of Michigan office contact: Venessa Keesler, 517-335-5784
keeslerv@michigan.gov
Krista Ried, 517-373-6791
riedk@michigan.gov

Field specification: Two-character

Record position/type: 667-668, numeric

Database field name: EducatorEffectiveness

Code/format: This is a two-position field (NN).

Dependencies with other fields: Field 10: School Assignment Data
Field 12: Funded Position Status
Field 25: Date of Termination

Programming edits: This field must be submitted for the following assignment codes or a fatal error will be reported unless the employee is reported on leave with a code 3, 4 or 6 in Field 12: Funded Position Status; then this field may be left blank. If the employee was reported with a termination date in Field 26: Date of Termination prior to October 1, 2012, this field may be left blank. If the employee was reported with a code 14 (deceased) in Field 25: Employment Status and a termination date in Field 26: Date of Termination, this field may be left blank.

Required Assignment Codes with exceptions noted.	
Assignment Codes	**Description**
"000AX" through "000ZZ," (except "00SUB," "00PAR," and "00200" through "00413")	Teachers
"00192" through "00197"	Teachers
"00501" through "00598"	Teachers
"Y*0AX" through "Y*0ZZ" (except "Y*014" or "Y*016" Paraprofessionals/Aides)	Teachers
"60300" and "60400"	Teachers
"70***," "71***," "72***," "73***" and "74***" (Example: 70100: ISD Superintendent)	Superintendents, Assistant Superintendents, Administrators, Principals and Assistant Principals

This field is optional and may be left blank for the following assignment codes:

Optional Assignment Codes	
Assignment Codes	**Description**
"Y*014" or "Y*016"	Paraprofessionals/Aides
"00SUB" and "00PAR"	Day-to-day substitute staff members
"00200" through "00407"	Additional Special Education Staff Members
"00410" through "00413"	Migrant Education Program Paraprofessionals/Aides
"60100" through "60700," except "60300" and "60400"	Early Childhood Staff Members
"75***" through ""79*99"	Administrative Positions
"81500" through "99900"	Non-Instructional Staff Members

Definition: The Revised School Code [380.1249(a) MCLA] requires that all districts develop and implement annual educator evaluations. These systems are locally determined and must include measures of growth in student achievement as a significant factor. Districts must use these systems to evaluate all educators, and to assign an effectiveness label to each educator.

Districts are expected to report one effectiveness label per educator. If the educator serves in multiple roles, the district must determine an appropriate evaluation metric for that individual and assign an overall effectiveness label for that educator.

The labels required for educator effectiveness under the American Recovery and Reinvestment Act of 2009, State Fiscal Stabilization Fund II (SFSF) grant assurances are highly effective, effective, minimally effective and ineffective. Local education agencies (LEAs) are required to determine and define within their local evaluation systems the criteria attached to each of four labels. If the LEA uses alternative labels, the LEA must determine which labels correspond with the four labels listed.

Under SFSF, educator effectiveness labels are required in the EOY REP data submission. Effectiveness labels should be reported based upon the employee's most recent evaluation. The evaluation of administrators' job performance is required at least annually [Section 380.1249(a) MCLA].

Data Submission: Districts may select from one of two methods for reporting educator effectiveness:
- Option One labels will be used as the state standard for reporting purposes as outlined in SFSF Indicator (a)(6): Highly Effective, Effective, Minimally Effective and Ineffective.
  - For more information about the SFSF Indicators, access the following website: http://www2.ed.gov/programs/statestabilization/stateapps/phase-ii/mi-sub-phase-2.pdf

- Option Two labels are based upon the Framework for Educator Evaluation: Exceeds Goals, Meets Goals, Progressing Toward Goals and Does Not Meet Goals
  - For more information about the Framework for Educator Evaluation, access the following website: http://www.michigan.gov/documents/mde/MDE-RTTT2-Framework_for_Mich_Edu_Eval_320545_7.pdf

If Option Two (Framework for Educator Evaluation) is reported, the data elements will be cross-walked by the state into the Option One (Effectiveness Ratings) labels as follows:

> Exceeds Goals = Highly Effective
> Meets Goals or Progressing Toward Goals = Effective
> Does Not Meet Goals = Ineffective

To report the evaluation labels, select one of the following labels from codes 01 through 08:

Option One: Effectiveness Labels		**Option Two: Framework for Educator Evaluation**	
Code	Labels	Code	Labels
01	Highly Effective	04	Exceeds Goals
02	Effective	05	Meets Goals
08	Minimally Effective	06	Progressing Toward Goals
03	Ineffective	07	Does Not Meet Goals

Field 21: Reserved

Submission date: First business day in December and June 30

Field use: This line explains the specific reporting use.

State of Michigan office contact: This line provides the general office name, phone and e-mail address.

Field specification: Eight character

Record position/type: 669 - 676, numeric

Database field name:

Code/format: Pad with blanks.

Dependencies with other fields: None

Programming edits: This field must be submitted with blanks, or a fatal error will be reported.

Definition: This is reserved for future use.

Field 22: Reserved

Submission date: First business day in December and June 30

Field use: This line explains the specific reporting use.

State of Michigan office contact: This line provides the general office name, phone and e-mail
                                                  address.

Field specification: Six-character

Record position/type: 677-682, numeric

Database field name:

Code/format: Pad with blanks

Dependencies with other fields: None

Programming edits: This field must be submitted with blanks, or a fatal error is reported.
Definition: This is reserved for future use.

Field 23: Reserved

Submission date: First business day in December and June 30

Field use: This line explains the specific reporting use.

State of Michigan office contact: This line provides the general office name, phone and e-mail
                                                  address.

Field specification: Six-character

Record position/type: 683-688, numeric

Database field name:

Code/format: Pad with blanks.

Dependencies with other fields: None

Programming edits: This field must be submitted with blanks, or a fatal error is reported.
Definition: This is reserved for future use.

Field 24: New Teacher Professional Development

Submission date: June 30

Field use: School Aid Act, MCL 380.1526; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311

State of Michigan office contact: Donna L. Hamilton, 517-241-4546, hamiltond3@michigan.gov

Field specification: Five characters, repeated two times, 17 characters reserved

Record position/type: 689-715, character

Database field name: DaysofProfessionalDevelopment

Code/format: This is a 27-position field.
("NN.NNNN.NNXXXXXXXXXXXXXXXXX")
"X" denotes blank space

Dependencies with other fields: Field 10: School Assignment Data
Field 25: Employment Status

Programming edits: If professional development was not provided by the district, report zeros. For any professional development category (two required, one reserved categories) that is not submitted with the number of days for new teachers, report zeros or a fatal error is reported. Reserved category three must be left blank (bulk upload only). This field must be reported for assignment codes "000AX" through "00598" (except "00200" through "00413") "60300" and "60400" that are reported with a code "97" or "98" in Field 25: Employment Status. All other assignment codes "60100" through "99900" (except "60300" and "60400") may leave this field blank.

Definition: Indicate the number of days by type(s) of professional development provided to new teachers (those within their first three years of employment in classroom teaching) during the school year (July 1 to June 30). This field is used to determine <u>the type of professional development that was provided by the district for new teachers</u> ~~have engaged that was district supported~~ as specified within Section 380.1526 of the Michigan Compiled Laws (MCL) ~~This field will collect the number of days of professional development provided by the district~~ for assignment codes "000AX" through "00598" (except "00200" through "00413"), "60300" and "60400" who are reported with a code "97" or "98" in Field 25: Employment Status.

97   The employee is a new teacher (first three years of employment in classroom teaching); however, the employee has been a staff member of the district previous to becoming a certified teacher. For example, a district may have an employee who has worked as a paraprofessional/aide for five years while completing a teacher preparation program. This employee is required to complete professional development requirements under Section 380.1526.

98   The employee is a new teacher (first three years of employment in classroom teaching) and is required to complete professional development requirements under MCL Section 380.1526.

Report the number of days of professional development in the following categories:
1.   Classroom Management ("NN.NN")
- Engaging students
- Norms for social interaction

- Student, parent and community communications
- Peer coaching

2. Instructional Delivery (Strategies) ("NN.NN")
   - Growth/assessment strategies
   - Best practices
   - Differentiating instruction
   - Remediation and/or extension
   - Designing effective lessons

3. Reserved ("XXXXXXXXXXXXXXXXX") Must be left blank. (Bulk Upload only)
   "X" denotes blank space

The lists provided for each category are not intended to be inclusive, but rather to serve as examples.

If the number of professional development days provided is less than 1.0, enter the appropriate number after the decimal point. For example: If three-quarters of a day was provided in the Classroom Management category and zero days for Instructional Delivery, enter 00.75 and 00.00 respectively in the online submission. For the bulk upload file, the user would enter "00.7500.00XXXXXXXXXXXXXXXXX" ("X" denotes black space).

If the number of professional development days provided were 5 for Classroom Management and 3 for Instructional Delivery, the user would report "05.0003.00XXXXXXXXXXXXXXXXX" ("X" denotes blank space) for Bulk Upload File.

Professional development should include ongoing, structured and documented professional learning opportunities in classroom management and instructional delivery (strategies), but may also include other learning opportunities such as: curriculum development, action research, online learning, technology training, reflective practice, mentoring and induction.

For information regarding the submission of professional development data and/or MCL Section 1526, contact Donna L. Hamilton, 517-241-4546, (hamiltond3@michigan.gov). Further professional development information can be found at www.michigan.gov/mde, under the Office of Professional Preparation Services section.

Field 25: Employment Status

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; School Aid Act MCL 388.1613; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	Two-character, leading zero
Record position/type:	716-717, character
Database field name:	TerminationStatusCode
Code/format:	This is a two-position field (NN) with a default code of "99".
Dependencies with other fields:	Field 9: Date of Hire
	Field 10: School Assignment Data
	Field 12: Funded Position Status
	Field 17: Type of Credential
	Field 26: Date of Termination/Separation of Employment

Programming edits: This field must have a value. If an invalid code is submitted or this field is left blank, a fatal error is reported. If codes "01" through "19" are used, Field 26: Date of Termination/Separation of Employment must have a date. If "00" is submitted in this field, Field 12: Funded Position Status must have a value of "1" for assignment codes "000AX" through "99900", or a fatal error is reported. When terminating a vacant funded position, report a value of "00" in this field and a value of "1" in Field 12, or a fatal error is reported. Codes "97" and "98" may only be submitted for assignment codes "000AX" through "00598", "60300" or "60400" or a fatal error will be reported. If a code of "98" is submitted, then Field 9: Date of Hire cannot be later than three years from July 1 of the submission year. If a code "97" or "98" is submitted in Field 25: Employment Status, then Field 17: Type of Credential cannot be reported with a code "01", "04", "05", "07", "08", "22", "23","24", "25", "26", "40", "41", "42", "43", "55" or "63" or a fatal error will be reported.

Definition: Use the correct code to identify the status of this employee. Any employee that terminates employment with your district must be submitted with the appropriate separation code in Field 25 and the date of termination in Field 26. Report code "00" when terminating a vacant funded position. Codes "01" through "19" are to be used when an employee terminates employment with the district. Codes "97", "98" and "99" are to be used for new and returning employees as appropriate for the position.

    00 Vacant position
Separation
    01 Left education and is not pursuing further employment
    02 Left education for other career in different field
    03 Left district and moved out of state
    04 Left education because of transfer of spouse

05 Left for other employment in field of education
06 Left for family medical leave and will not return
08 Left to further education at college or university
09 Left on disability and will not return
10 Left special education and went to general education in different district
11 Left district and went to special education in another district
12 Laid off by district (will not return to district)
13 Discharged
14 Deceased
15 Illness/disability and not expected to return
16 Retired (position will **not** be filled)
17 Contract expired
18 Other
19 Retired (position will be filled)
New or continuing
97 New teacher (teacher in first three years in profession, but not a new employee to the district)
98 New teacher (teacher in first three years in profession)
99 Returning employee, new (non-instructional) employee, new experienced teacher, substitute, contractor or employee on leave

Default code: 99

00 The position is vacant as submitted in Field 12: Funded Position Status.
01 The employee left education and to your knowledge is not seeking further employment at this time. For example, the individual is staying at home to assist in the care of his/her family.
02 The employee has left his/her education position to secure a position in a field other than education. For example, a school psychologist leaves employment to take a job as a clinical psychologist with a community mental health agency or department.
03 The individual moved out of state for employment.
04 The spouse of the employee is moving. The employee terminated employment to relocate with his/her spouse.
05 The employee left to pursue or begin another occupation in the field of education. (Code 05 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
06 The employee left on family medical leave. (Code 06 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
08 The employee terminated employment in order to return to a college or university school to complete additional course work or to earn another degree. (Code 08 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
09 The employee has left for disability. (Code 07 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
10 The employee moved from a special education position within the district and took a general education position outside of the school district. For example, a special education supervisor moves to another district to become the director of curriculum development.
11 The employee moved from a special education position within the district and accepts a special education position outside the district.
12 The district laid off the employee and the employee will not return to the district. (Code 04 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
13 The employee was discharged because of unsatisfactory work performance or unprofessional conduct. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
14 The employee is deceased. (Code 02 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
15 The employee left because of sickness or an incapacitating condition and is not expected to return.

16 The district does **not** plan to fill the position. The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

17 The employee's contract expired and was not renewed. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

18 The employee does not match any of the above explanations, or the employee has left the district, giving no reason.

19 The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. The district plans to fill the position. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

97 The employee is a new teacher (first three years of employment in classroom teaching); however, the employee has worked for the district previous to becoming a certified teacher. For example, a district may have an employee who has worked as a paraprofessional/aide for five years while completing a teacher preparation program. This employee is required to complete professional development requirements under Section 380.1526.

98 The employee is a new teacher (first three years of employment in classroom teaching) and is required to complete professional development requirements under MCL Section 1526.

99 The employee is in the same program or grade this school year that s/he was in last school year, even if her/his location changed. Use this code for all returning, new (non-instructional) employees, new, experienced teachers, substitutes, contractors or employees on leave. (Code 00 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

This field applies to assignment codes "000AX" through "99900".

Note: **Terminated Employees**: Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a code "9" in Field 12: Funded Position Status.

Employees on Leave: Report the appropriate code for the leave status in Field 12 for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98" or "99" as appropriate for the assignment code submitted in Field 10: School Assignment Data.

Field 26: Date of Termination/Separation of Employment

Submission date:	First business day in December and June 30
Field use:	School Aid Act, MCL 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6613
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	10-character, date with slashes
Record position/type:	718-727, date
Database field name:	DateOfEmploymentTermination
Code/format:	This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 25: Employment Status

Programming edits: If the date submitted is not a valid date, a fatal error is reported. If a date is submitted, then the code in Field 25: Employment Status must be between codes "00" through "19". Field 10: School Assignment Data must be submitted when a date is submitted in this field, or a fatal error is reported. The termination date must be on or prior to the submission date. The termination date cannot be prior to the hire date.

Definition: This is the date of termination of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank.

This field applies to assignment codes "000AX" through "99900".

Terminations should be submitted during the cycle that the termination occurs. For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission. *Note*: All records submitted with a termination date during the current submission cycle are expired prior to the next submission cycle.

Field 27: Personnel Identification Code (PIC)

Submission date: First business day in December and June 30

Field Use:

State of Michigan office contact: CEPI customer support, 517-335-0505
CEPI@michigan.gov

Field specification: 10-character, integer

Record position/type: 728-737

Database field name: PersonnelPIC

Code/format: State-issued Personnel Identification Code (PIC)

Dependencies with other fields:
Field 4: Last Name
Field 5: First Name
Field 7: Social Security Number
Field 8: Credential License Number
Field 13: Date of Birth
Field 14: Gender

Programming edits: Before entering the PIC, verify that the Social Security number, credential number, last name, first name, and date of birth are valid, or a fatal error is reported. If the PIC is submitted, and the last name, first name, date of birth, and gender do not match what is currently in the database, a fatal error is reported.

Definition: This field contains the PIC produced by the REP within the Michigan Education Information System (MEIS). Although not required, it is recommended that this field be submitted to ensure the validity of the record.

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number* or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Online Single Submission Application.

*Exception: When a Social Security Number update is attempted for an employee that has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

Field 28: Full-Time Base Annual Salary

Note: This field must be submitted by districts required to complete the Title I Comparability Application. For all other districts, this field is optional; however, a value must be submitted.

Submission date: First business day in December and June 30

Field use: School Aid Act, MCL 388.1619;
Freedom of Information Act, MCL 15.243a;
Uniform Budget and Accounting Act, MCL 141.440
NCLB, Section 1120A of Title I, Part A
Section 501 of PA 115 of 2009;

State of Michigan office contact: Office of School Improvement, 517-373-4588

Field specification: Six-character

Record position/type: 738-743, numeric

Database field name: AnnualSalary

Code/format: This is a six-position field (NNNNNN)

Dependencies with other fields: Field 10: School Assignment Data
Field 12: Funded Position Status

Programming edits: Annual Salary has been redefined to mean full-time base salary so that it can be used to determine comparability under Title I, Part A of No Child Left Behind. If the full-time base annual salary is submitted in this field, the hourly wage in Field 10 must be submitted with either the hourly wage or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The full-time base annual salary cannot exceed $450,000; the hourly wage cannot exceed $999.99.

If Field 12: Funded Position Status has a value of "1" (vacant, funded, open position, no one assigned), the full-time base annual salary in Field 28 and the hourly wage in Field 10 must be zeros, or a fatal error is reported.

Definition: The purpose of Field 28 is to collect the Full-Time Base Annual Salary for employees in given assignments in order to meet the needs of Title I, Part A of the *No Child Left Behind Act (NCLB)*. The full-time base annual salary for all employees is the base salary (basic contract) for a first-year full-time employee at this educational level. It does not include increments for years of service or longevity payments. The full-time base salary is used in determining comparability under Title I of NCLB. This field must be submitted by districts required to complete the Title I Comparability Application. Reporting of this field is optional for all other districts. When applicable, indicate the full-time base annual salary for all employees of the district whose assignment code is reported with accounting function codes 111-113, 122-127, 211-218, 222-225, 241 or 249.

This field applies to assignment codes "000AX" through "99900" and must have a value.

The following are two examples of how to report the base salary for new and experienced employees:

Example 1: Jane Doe is a first-year teacher with a bachelor's degree and has a base salary of $40,000; John Smith is a fifth-year teacher with a bachelor's degree and has a base salary of $40,000. All employees at the bachelor's degree level have a base salary of $40,000.

Example 2: Jane Smith is a first-year teacher with a master's degree and has a base salary of $50,000; John Doe is a fifth-year teacher with a master's degree and has a base salary of $50,000. All employees at the master's degree level have a base salary of $50,000.

Field 29: Michigan Sponsoring Institution

Submission date: First business day in December and June 30

Field use: School Aid Act, MCL 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319

State of Michigan office contact: Office of Professional Preparation Services, 517-373-3310

Field specification: Six-character

Record position/type: 744-749

Database field name: MichiganInstitutionCode

Code/format: This is a six-position field (NNNNNN).

Dependencies with other fields: Field 10: School Assignment Data; Field 12: Funded Position Status; Field 25: Employment Status; Field 30: Non-Michigan Sponsoring Institution

Programming edits: This field or Field 30: Non-Michigan Sponsoring Institution must be submitted for assignment codes "000AX" through "00598" and "60300" or "60400" when a code of "97" or "98" is submitted in Field 25: Employment Status. If this field and Field 30 are left blank when a code of "97" or "98" is submitted in Field 25: Employment Status, a fatal error is reported unless Field 12: Funded Position Status uses code "1" (e.g., vacant position). If the institution code submitted is invalid, a fatal error is reported.

Bulk Upload File: If a value is submitted for Field 29 in a Bulk Upload file, Field 30 must contain spaces, or a fatal error is reported.
REP Online Single Submission Application: If a value is submitted for Field 29 in the Online Single Submission Application, Field 30 must be left blank, or a fatal error is reported.

Definition: This field is submitted for new teachers in their first three years of employment in the profession of teaching. This field or Field 30 must be submitted for assignment codes "000AX" through "00598" and "60300" or "60400" when a code of "97" or "98" (new teacher) is submitted in Field 25. Reporting of this field is optional for staff members with assignment codes "000AX" through "00598" and "60300" or "60400" who are not in their first three years of employment in the profession of teaching. Indicate the name of the approved teacher preparation institution that recommended the teacher for *initial certification* (the provisional certificate or temporary vocational authorization). For assignment codes "60100", "60200", "60401", "60500", "60501", "60600", "60700" and "70000" through "99900", this field may be left blank in both the REP Online Single Submission Application and in a Bulk Upload file.

002234	Adrian College	002290	Michigan State University
002235	Albion College	002293	Lake Superior State University
002236	Alma College	002292	Michigan Technological University
002238	Andrews University	002298	Nazareth College
002239	Aquinas College	002301	Northern Michigan University
002241	Calvin College	002307	Oakland University

002243	Central Michigan University	002308	Olivet College
002247	Concordia College	002314	Saginaw Valley State University
002264	Cornerstone College	002316	Siena Heights University
002259	Eastern Michigan University	002318	Spring Arbor University
		002322	Finlandia University
002260	Ferris State University	002323	University of Detroit Mercy
002268	Grand Valley State University	002325	University of Michigan – Ann Arbor
002272	Hillsdale College	002326	University of Michigan – Dearborn
002273	Hope College	002327	University of Michigan – Flint
002275	Kalamazoo College	002329	Wayne State University
002282	Madonna University	002330	Western Michigan University
002284	Marygrove College	040943	Robert B. Miller College
002288	Rochester College	004673	Baker College
		008888	State of Michigan

Note: ~~Baker College students are recommended for certification by Madonna University. Therefore, use code 002282 Madonna University for these individuals.~~

Field 30: Non-Michigan Sponsoring Institution

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319

State of Michigan office contact: Office of Professional Preparation Services, 517-373-3310

Field specification: Two-character

Record position/type: 750-751

Database field name: NonMichiganInstitutionCode

Code/format: This is a two-position field (NN).

Dependencies with other fields: Field 10: School Assignment Data;
Field 25: Employment Status
Field 29: Michigan Sponsoring Institution

Programming edits: This field or Field 29: Michigan Sponsoring Institution must be submitted for assignment codes "000AX" through "00598", "60300" or "60400" when a code of "97" or "98" is submitted in Field 25: Employment Status. If this field and Field 29 are left blank when a code of "97" or "98" is submitted in Field 25 Employment Status, a fatal error is reported unless Field 12: Funded Position Status contains code "1" (e.g., vacant position). If the institution code submitted is invalid, a fatal error is reported.

Bulk Upload File: If a value is submitted for Field 30 in a Bulk Upload file, Field 29 must contain spaces, or a fatal error is reported.
REP Online Single Submission Application: If a value is submitted for Field 30 in the Online Single Submission Application, Field 29 must be left blank, or a fatal error is reported.

Definition: This field is submitted for new teachers in their first three years of employment in the profession of teaching. This field or Field 29 must be submitted for assignment codes "000AX" through "00598", "60300" or "60400" when a code of "97" or "98" (new teacher) is submitted in Field 25: Employment Status. Reporting of this field is optional for staff members with assignment codes "000AX" through "00598", "60300" or "60400" who are not in their first three years of employment in the profession of teaching. Indicate the name of the state or territory where the teacher was recommended *for initial certification* (the provisional certificate or temporary vocational authorization). This is the code number for the state in which the approved teacher preparation institution is located. For assignment codes "60100", "60200", "60401", "60500", "60501", "60600", "60700" and "70000" through "99900", this field may be left blank in both the REP Online Single Submission Application and in a Bulk Upload file.

01	Alabama	33	New York
02	Alaska	34	North Carolina
03	Arizona	35	North Dakota
04	Arkansas	36	Ohio
05	California	37	Oklahoma

06	Colorado	38	Oregon
07	Connecticut	39	Pennsylvania
08	Delaware	40	Rhode Island
09	District of Columbia	41	South Carolina
10	Florida	42	South Dakota
11	Georgia	43	Tennessee
12	Hawaii	44	Texas
13	Idaho	45	Utah
14	Illinois	46	Vermont
15	Indiana	47	Virginia
16	Iowa	48	Washington
17	Kansas	49	West Virginia
18	Kentucky	50	Wisconsin
19	Louisiana	51	Wyoming
20	Maine		
21	Maryland	*United States*	*Territories*
22	Massachusetts	60	American Samoa
24	Minnesota	61	Federated States of Micronesia
25	Mississippi	62	Guam
26	Missouri	63	Marshall Islands
27	Montana	64	Northern Mariana Islands
28	Nebraska	65	Palau
29	Nevada	66	Puerto Rico
30	New Hampshire	67	Virgin Islands
31	New Jersey	99	Foreign Institutions
32	New Mexico		

Appendix A

Reporting of Day-to-Day Substitute Teachers and Day-to-Day Substitute Paraprofessionals/Aides

In an effort to streamline the reporting of day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides to meet the reporting requirements of the School Safety Legislation, it has been determined that day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides may be submitted to the REP with fewer data elements. The required fields are those that are necessary for accurate reporting of the employees' records, so that the crosscheck of data may be completed with the Michigan State Police.

The assignment codes "00SUB" (day-to-day substitute teacher) and "00PAR" (day-to-day substitute paraprofessional/aide) are used for reporting of day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides. Districts are encouraged to use these assignment codes for day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides, as the use of these codes allows reporting of fewer data elements. However, if a district chooses to use "000NX" (Other) to report a day-to-day substitute teacher, or a paraprofessional/aide, the district will be required to submit all of the fields appropriate for the assignment code. These two assignment codes may only be used for staff members working in day-to-day substitute positions.

A day-to-day substitute teacher or a day-to-day substitute paraprofessional/aide is an individual employed by a district to serve in a short-term assignment that is less than one semester in length. A school district can employ a person under a substitute teacher permit as long as the assignment is less than one semester. (Source: Office of Professional Preparation Services, Michigan Department of Education)

Note: The assignment code "00SUB" may only be used to report day-to-day substitute teachers; the assignment code "00PAR" may only be used to reported day-to-day substitute paraprofessionals/aides. *When reporting substitute staff members for other types of positions such as a bus driver, secretary or principal, report the assignment code appropriate for the position, do not use "00PAR".*

Online Submission: A special submission screen for day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides is available in the REP Application. Instructions for the submission of day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides are available in the REP User's Guide. Submission of the "000NX" (Other) assignment code for day-to-day substitute teachers or paraprofessional/aides rather than submitting the assignment code "00SUB" or "00PAR" will require the submission of all fields appropriate for the assignment code.

Bulk Upload Submission: Day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides may be included in bulk upload files with the limited number of required fields. Edits placed on the assignment codes "00SUB" and "00PAR" allow districts to omit fields not listed in this appendix. Use of the "000NX" (Other) assignment code for a day-to-day substitute teachers or a paraprofessional/aide will require the submission of all fields appropriate for the assignment code.

The User's Guide will be available when the REP opens for the current submission.

School/Facility Code: Day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides who work in multiple schools/facilities may be submitted with a school/facility code of "00000" (central administrative unit). The fields listed below are required for the submission of day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides. Refer to the current data field descriptions manual for complete information regarding field definitions.

Field 1: Date of Count
Field 2: Operating ISD/ESA Number
Field 3: Operating District Number
Field 4: Last Name
Field 5: First Name
Field 6: Middle Initial
Field 7: Social Security Number, or Field 8
Field 8: Credential License Number, or Field 7
Field 9: Date of Hire
Field 10: School/Facility; Assignment "00SUB"
(day-to-day substitute teacher) or

"00PAR" (day-to-day substitute
paraprofessional/aide); all other field
10 elements must be left blank
Field 13: Date of Birth
Field 14: Gender Code
Field 15: Racial/Ethnic Code
Field 25: Employment Status
Field 26: Date of Termination of Employment
(when Field 25 is submitted with a
code of "01" through "19")

Note: **When using the bulk upload option, the fields that are not required must be left blank.**

Reporting of Non-Instructional Employees (Assignment Codes "81500" through "99900")

Non-instructional employees who are employed by a district and who work less than 0.5 full-time equivalency (FTE) may be submitted with fewer required data elements. The required fields are those necessary for accurate reporting of the employees' records to the federal government as well as those necessary for the crosscheck of data by the Michigan State Police. These employees include contract workers, substitutes (temporary employees) for positions such as secretarial, custodial and food service, as well as other non-instructional positions.

Online Submission: A special submission screen for non-instructional employees with assignment codes "81500" through "99900" is available in the REP Application. Instructions for the use of the submission screen are available in the current submission cycle REP User's Guide. The User's Guide will be available when the application opens for the current submission.

Bulk Upload: Non-instructional employees may be included in the bulk upload file with the limited number of required fields. The edits will be based upon the FTE count submitted for the employee. Any non-instructional employee (assignment codes "81500" through "99900") with less than 0.5 FTE submitted may be submitted with the reduced number of fields as listed in this document.

School/Facility Code: Non-instructional staff members who work in multiple school/facilities may be submitted with a school/facility code of "00000" (central administrative unit).

Assignment Code: Report the appropriate assignment code for the position held by the non-instructional staff member.

The fields listed below are required for the submission of contracted and other non-instructional employees with FTEs of less than 0.5. Refer to the specific fields in this manual for the field definitions.

Field 1: Date of Count
Field 2: Operating ISD/ESA Number
Field 3: Operating District Number
Field 4: Last Name
Field 5: First Name
Field 6: Middle Initial
Field 7: Social Security Number
Field 9: Date of Hire

Field 10: School/Facility Code; Assignment and
FTE only.
Field 13: Date of Birth
Field 14: Gender Code
Field 15: Racial/Ethnic Code
Field 25: Employment Status
Field 26: Date of Termination of Employment
(when Field 25 is submitted with a
code of "01" through "19")

Note: **When using the bulk upload option, the fields that are not required must be left blank.**